



DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

January 14 1954

MEMORANDUM NO. 1344

Prompt Handling of Legislative Reports

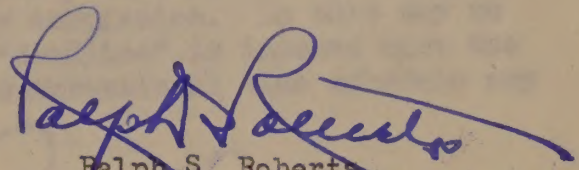
In responding to requests for legislative reports on bills, the Department has an important opportunity to make its views known to Congress and to assist in the development of agricultural legislation. To be most useful, such reports should be submitted promptly. Otherwise the committees may have to act without awaiting the recommendations of the Department. In other cases the work of the committees may be unnecessarily delayed because they have not received the Department's legislative reports.

A recent analysis indicates that during the last session of Congress too much delay occurred in the Department in the preparation and review of legislative reports. The study shows that some agencies experienced greater delays than others, but it indicates that there is room for improvement by all.

A number of requests for reports are still pending in the Department. Although delays in some of these cases have been unavoidable, it is urged that the pending cases be acted upon promptly, and that a special effort be made to facilitate their early submission to the Congress.

The requirements for prompt handling of legislative reports are outlined in Title 6, ~~Section 424~~ of the USDA Regulations.

Paragraph


Ralph S. Roberts
Administrative Assistant Secretary

DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON, D. C.

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The Department of Agriculture has received information from the Bureau of Plant Industry that a certain number of plants of the species *Pinus strobus* have been found to be infested with the pest known as the European spruce sawfly. It is requested that you advise the owners of such plants of this fact and advise them of the steps which should be taken to protect them from the pest.

The Department of Agriculture has also received information from the Bureau of Plant Industry that a certain number of plants of the species *Pinus strobus* have been found to be infested with the pest known as the European spruce sawfly. It is requested that you advise the owners of such plants of this fact and advise them of the steps which should be taken to protect them from the pest.

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DEPARTMENT OF AGRICULTURE

WASHINGTON 25, D. C.

June 27 1955

MEMORANDUM NO. 1344 SUPPLEMENT 1

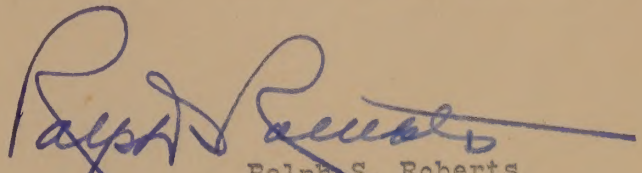
Prompt Handling of Legislative Reports

Particularly at this season of the year, during the last part of the session of Congress, many of our legislative reports are urgent because of the need for prompt consideration of legislative proposals by the congressional committees or the Budget Bureau. A large percentage of the reports relate to enrolled bills, which must be handled with the highest priority.

In many cases the due dates are so near, when the reports are forwarded from the agencies, that it is almost impossible for the Offices of the Secretary and the General Counsel to review the reports within the specified time limits.

Agency heads are urged to arrange for the timing of these reports in such a way that the reviewing offices may have an adequate share of the total time available to the Department. It is fully realized that the agencies are in a difficult situation regarding this matter, particularly during the current year, when the number of reports has been much greater than usual. However, the number of cases is multiplied at the departmental level.

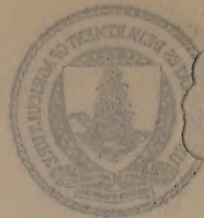
A number of requests for reports are still pending in the Department. Although delays in some of these cases have been unavoidable, it is urged that the pending cases be acted upon promptly, and that a special effort be made to facilitate their early submission. In this way we can avoid some of the cases in which a "deadline" is imposed upon the Department in order to assure that the congressional time schedule may be met.


Ralph S. Roberts
Administrative Assistant Secretary

LEGISLATION /

DEPARTMENT OF AGRICULTURE

WASHINGTON 25, D. C.



June 27 1955

MEMORANDUM NO. 1544

Prompt Handling of Legislative Reports

Particularly at this season of the year, during the last part of the session of Congress, many of our legislative reports are urgent because of the need for prompt consideration of legislative proposals by the congressional committees or the Budget Bureau. A large percentage of the reports relate to enrolled bills, which must be handled with the highest priority.

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Administrative Assistant Secretary

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington 25, D. C.

March 7 1956

MEMORANDUM NO. 1344, SUPPLEMENT 2

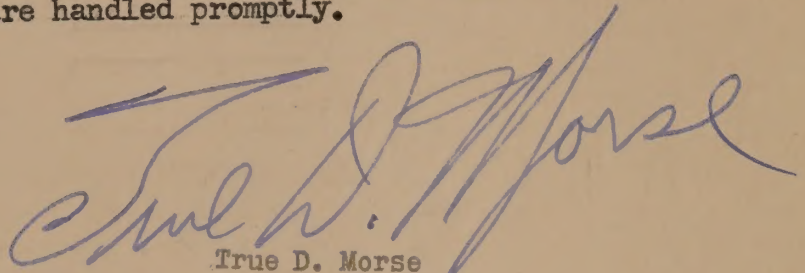
Prompt Handling of Legislative Reports

Over a hundred requests for legislative reports are pending in the Department. Although most of the requests were received recently, a number of them have been pending for some time. An analysis shows that some agencies are generally more prompt than others in handling the reports.

Since the Congress will probably adjourn sine die within the next few months, it is important that our legislative reports be submitted promptly in order that they may be useful in the legislative process. In this connection, cases which do not appear urgent may become so because of the scheduling of committee hearings or other factors.

The Administrative Regulations state that recommendations on bills should usually be prepared within a week. Although this cannot always be done, the requirement should be carried out to the extent possible.

I shall appreciate it if each agency will examine its pending cases and take steps to insure that they are handled promptly.


True D. Morse
Acting Secretary

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington 25, D. C.

March 1955

MEMORANDUM NO. 1341, SUPPLEMENT 2

Prompt Handling of Legislative Reports

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The Administrative Regulations state that recommendations on bills should usually be prepared within a week. Although this cannot always be done, the recommendation should be carried out to the extent possible.

I shall appreciate it if each agency will examine its pending cases and take steps to insure that they are handled promptly.

Very truly yours,
The Secretary



DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

February 19, 1957

MEMORANDUM NO. 1344, SUPPLEMENT 3

Prompt Handling of Legislative Reports

At this season of the year the Department receives an unusually large number of requests for reports to the Congress and the Budget Bureau on legislative proposals. Although it is difficult to prepare and review so many reports promptly, it is important that the reports be submitted without delay, since the committees are now considering many of the bills. Cases which do not appear urgent may become so because of the scheduling of committee hearings or other factors.

The Administrative Regulations state that recommendations on bills should usually be prepared within a week, that the recommendations should be reviewed promptly, and that, when feasible, the reports should be transmitted by messenger within the Department. Although this cannot always be done, the requirement should be carried out to the extent possible. In cases of necessary delay, the Legislative Reporting Staff, Office of Budget and Finance, should be informed of the reasons therefor.

The Legislative Reporting Staff should follow up with the agencies or persons concerned when there are delays in handling legislative reports. That office should keep the group directors and me informed currently regarding timing problems in connection with legislative reports.

A copy of this memorandum should be provided to each person who prepares or reviews proposed legislative reports.

A handwritten signature in blue ink, likely of the Secretary, is located at the bottom center of the page.



February 19, 1934

MEMORANDUM NO. 1344, SUBMITTENT 2

Proper Handling of Legislative Reports

At this season of the year the Department receives an unusually large number of requests for reports to the Congress and the Budget Bureau on legislative proposals. Although it is difficult to prepare and review so many reports promptly, it is important that the reports be submitted without delay, since the committee and the Senate are waiting for the bills. Cases which do not require urgent action as a matter of the scheduling of committee hearings or other factors.

The Administrative Regulations state that recommendations on bills should usually be prepared within a week, that the recommendations should be reviewed promptly, and that, when feasible, the reports should be transmitted by messenger within the Department. Although this cannot always be done, the Department should be careful not to the extent possible in cases of necessary delay, the legislative reporting staff, Office of Budget and Finance, should be informed of the reasons therefor.

The legislative reporting staff should follow up with the agencies or persons concerned when there are delays in handling legislative reports. Their office should keep the group director and an interested executive regarding timing problems in connection with legislative reports.

A copy of this memorandum should be provided to each person who prepares or reviews proposed legislative reports.

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DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

January 18 1954

MEMORANDUM NO. 1345

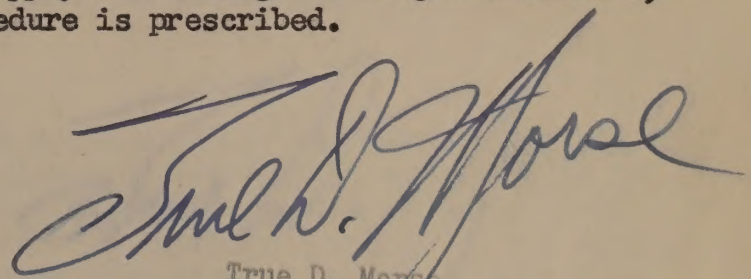
Testimony Before Congressional Committees
and Consultation with Members of Congress

In view of the important relationship of legislation to the responsibilities of the Department, and in order to facilitate proper coordination, it is necessary that the Secretary's Office be informed currently regarding matters affecting such relationship.

Title 6, paragraph 444, of the Department's Administrative Regulations provides that the Secretary's Office shall be advised promptly by telephone when members of the Department are to testify before congressional committees on policy or other important matters concerning the Department, or are to consult with Members of Congress on such matters. In the future these calls should be made to Mr. Ralph S. Roberts, Administrative Assistant Secretary. Agency heads will consult the appropriate group head regarding all such matters.

For the time being and until further notice, when a representative of the Department is to use a prepared statement in testifying before a congressional committee, he should submit 6 copies of the proposed testimony to the Legislative Reporting Staff, Office of Budget and Finance, in time for advance review of the proposed testimony by the Secretary's Office.

These requirements do not apply to hearings on Budget estimates, for which a different procedure is prescribed.


True D. Morse
Under Secretary

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON



MEMORANDUM NO. 145

Testimony Before Congressional Committees
and Consultation with Members of Congress

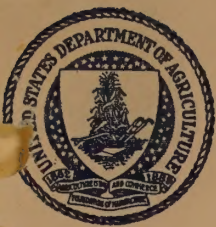
In view of the important relationship of legislation to the responsibilities of the Department, and in order to facilitate proper coordination, it is necessary that the Secretary's Office be informed currently regarding matters affecting such relationship.

Title 6, paragraph 111, of the Department's Administrative Regulations provides that the Secretary's Office shall be advised promptly by telephone when members of the Department are to testify before congressional committees on policy or other important matters concerning the Department, or are to consult with members of Congress on such matters. In the future these calls should be made to Mr. Ralph S. Roberts, Administrative Assistant Secretary. Agency heads will consult the appropriate group head regarding all such matters.

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DEPARTMENT OF AGRICULTURE

WASHINGTON 25, D. C.

FEB 2 1955

SECRETARY'S MEMORANDUM NO. 1345, REVISION 1

Testimony Before Congressional Committees
and Consultation with Members of Congress

In view of the important relationship of legislation to the responsibilities of the Department, and in order to facilitate proper coordination, it is necessary that the Secretary's Office be informed currently regarding matters affecting such relationship.

Title 6, paragraph 444, of the Department's Administrative Regulations provides that the Secretary's Office shall be advised promptly by telephone when members of the Department are to testify before congressional committees on policy or other important matters concerning the Department, or are to consult with Members of Congress on such matters. In the future these calls should be made to Mr. Ralph S. Roberts, Administrative Assistant Secretary. Agency heads will consult the appropriate group head regarding all such matters. The requirement of this paragraph relating to testimony before congressional committees does not apply to hearings on Budget estimates, for which a different procedure is prescribed.

When a representative of the Department is to use a prepared statement in testifying before a congressional committee (including an Appropriations Committee), he should submit eight copies of a draft of the proposed testimony to the Legislative Reporting Staff, Office of Budget and Finance, in time for advance review of the proposed testimony by the Secretary's Office. If at all possible, the draft should be furnished at least one week in advance of the hearing.

Earl W. Morse

DEPARTMENT OF AGRICULTURE

WASHINGTON 25, D. C.



FEB 2 1952

SECRETARY'S MEMORANDUM NO. 1315, REVISION 1

Testimony Before Congressional Committees
and Consultation with Members of Congress

In view of the important relationship of legislation to the responsibilities of the Department, and in order to facilitate proper coordination, it is necessary that the Secretary's Office be informed currently regarding matters affecting such relationship.

Title 6, paragraph 1411, of the Department's Administrative Regulations provides that the Secretary's Office shall be advised promptly by telephone when members of the Department are to testify before congressional committees on policy or other important matters concerning the Department, or are to consult with Members of Congress on such matters. In the future these calls should be made to Mr. Ralph S. Roberts, Administrative Assistant Secretary. Agency heads will consult the appropriate group head regarding all such matters. The requirement of this paragraph relating to testimony before congressional committees does not apply to hearings on Budget estimates, for which a different procedure is prescribed.

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Charles H. Jones

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DEPARTMENT OF AGRICULTURE

WASHINGTON 25, D. C.

March 3 1954

MEMORANDUM NO. 1346.

Assignment of Defense Mobilization Functions
within the U. S. Department of Agriculture
and Related Delegations of Authority

A. Purpose. The purpose of this Memorandum is to assign responsibility and to delegate authority within the U. S. Department of Agriculture for the administration of designated defense mobilization functions assigned or delegated to the Secretary of Agriculture or the Department in Executive orders and defense mobilization or other directives under the Defense Production Act of 1950 as amended, the Universal Military Training and Service Act, the National Security Act, the Export Control Act, and the Strategic and Critical Materials Stock Piling Act.

B. Explanation of Attached Schedule. The attached schedule, which is a part of this Memorandum, indicates the assignment of major defense mobilization functions within the U. S. Department of Agriculture. Functions have been decentralized whenever possible, although some central coordination is necessary in order to provide a balanced and integrated program. Responsibility for central liaison and coordination is placed in the Commodity Stabilization Service. Coordinating functions are listed in the right-hand column of the schedule. The remaining functions are listed in the left-hand column together with the name of the responsible Service or other agency. Functions are arranged according to the legal authority under which they are conducted.

C. Official Responsibility

1. Acting under general supervision of the appropriate Assistant Secretary or group director, the head of each Service or other agency of the Department designated in the schedule shall see that the defense mobilization functions assigned to his agency are carried out. The necessary authority is hereby delegated to him. He may, at his discretion, reassign or redelegate such responsibility and authority within his agency.

2. Close cooperation will be necessary among all officials of the Department to whom these assignments and delegations are made. It is suggested that the head of each agency named designate an official to serve as liaison on such matters with other agencies so as to facilitate central coordination.

NATIONAL DEFENSE



DEPARTMENT OF AGRICULTURE

WASHINGTON 25, D. C.

March 3, 1934

MEMORANDUM NO. 1546

Assignment of Defense Mobilization Functions
within the U. S. Department of Agriculture
and Related Delegations of Authority

A. Purpose. The purpose of this Memorandum is to assign responsibility and to delegate authority within the U. S. Department of Agriculture for the administration of designated defense mobilization functions assigned or delegated to the Secretary of Agriculture or the Department in Executive orders and defense mobilization or other directives under the Defense Production Act of 1930 as amended, the Universal Military Training and Service Act, the National Security Act, the Export Control Act, and the Strategic and Critical Materials Stock Piling Act.

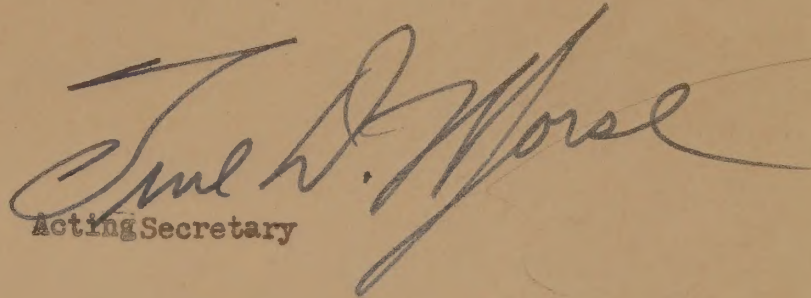
B. Explanation of Attached Schedule. The attached schedule, which is a part of this Memorandum, indicates the assignment of major defense mobilization functions within the U. S. Department of Agriculture. Functions have been decentralized whenever possible, although some central coordination is necessary in order to provide a balanced and integrated program. Responsibility for central liaison and coordination is placed in the Commodity Stabilization Service. Coordinating functions are listed in the right-hand column of the schedule. The remaining functions are listed in the left-hand column together with the name of the responsible service or other agency. Functions are arranged according to the legal authority under which they are conducted.

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2. Close cooperation will be necessary among all officials of the Department to whom these assignments and delegations are made. It is suggested that the head of each agency named designate an official to serve as liaison on such matters with other agencies so as to facilitate central coordination.

D. General. This memorandum supersedes Secretary's Memorandum 1270 of September 15, 1950, "Delegation of Functions under the Defense Production Act" as revised on March 9, 1951, and Secretary's Memorandum 1283 of February 26, 1951, "Assignment of Manpower Responsibilities." Other documents are superseded to the extent they are inconsistent, but nothing in this memorandum shall affect the validity or force of actions taken under previous assignments of responsibility or delegations of authority relating to defense mobilization functions.


Acting Secretary

Attachment

D. General. This memorandum supersedes Secretary's Memorandum
1270 of September 12, 1950, "Delegation of Functions under the
Defense Production Act" as revised on March 9, 1951, and Secretary's
Memorandum 1283 of February 28, 1951, "Assignment of Manpower
Responsibilities." Other documents are superseded to the extent
they are inconsistent, but nothing in this memorandum shall affect
the validity or force of actions taken under previous assignments
of responsibility or delegations of authority relating to defense
mobilization functions.

John H. Moore
Acting Secretary

Attachment

DEFENSE MOBILIZATION FUNCTIONS OF THE U. S. DEPARTMENT OF AGRICULTURE

SPECIFIC FUNCTIONS

: AGENCY ASSIGNMENTS

CENTRAL COORDINATING FUNCTIONS - CSS

I. FUNCTIONS UNDER DEFENSE PRODUCTION ACT AND EXECUTIVE ORDER 10480 WHICH PERTAIN TO FOOD - INCLUDING RELATED PLANNING FOR VARIOUS STAGES OF MOBILIZATION.

A. Food^{1/} requirements and allocations

Supplies, requirements and distribution controls for individual food commodities -	: CSS ^{2/} - Cotton
Determining supplies for current period and for stepped-up and full mobilization (through supply estimates committees).	: AMS - Dairy
Correlating supplies with requirements (and adjusting requirements as necessary) in current period and for stepped-up and full mobilization, and determining probable deficiencies as a basis for current allocation recommendations or for any expansion of stocks or production which might be needed in relation to stepped-up and full mobilization (through commodity allocation subcommittees or comparable devices).	: CSS ^{2/} - Fats and oils
Planning stand-by distribution system for stepped-up and full mobilization.	: AMS - Fruits and vegetables
Administering food orders as necessary (e.g., food order applicable to fruits and vegetables for military procurement).	: CSS ^{2/} - Grain
	: AMS - Livestock, meat and wool
	: AMS - Poultry
	: CSS ^{2/} - Sugar
	: CSS ^{2/} - Tobacco

Cooperating with the Office of Defense Mobilization in development of over-all assumptions to be used in determining supplies and requirements under stepped-up and full mobilization.

Gathering food requirements from civilian, military and foreign claimants in current period, and for stepped-up and full mobilization in accordance with prescribed assumptions.

Correlating over-all food requirements and supplies currently and for stepped-up and full mobilization.

Participating in analysis of requirements and capacity sponsored by the Office of Defense Mobilization.

Making recommendations regarding food production and stock levels under conditions of stepped-up and full mobilization.

Analyzing and making recommendations regarding current allocations and food orders and following up with approval authority.^{3/}

Providing leadership on Interagency Food Committee.

^{1/} The term "food" is used generally in this schedule as it is defined in Executive Order 10480, namely:

All commodities and products, simple, mixed, or compound, or complements to such commodities or products, that are capable of being eaten or drunk by either human beings or animals, irrespective of other uses to which such commodities or products may be put, at all stages of processing from the raw commodity to the products thereof in vendible form for human or animal consumption....The term "food" shall also include all starches, sugars, vegetable and animal fats and oils, cotton, tobacco, wool, mohair, hemp, flax fiber, and naval stores, but shall not include any such material after it loses its identity as an agricultural commodity or agricultural product.

^{2/} Commodity Stabilization Service (CSS) will plan stand-by food distribution systems in cooperation with Agricultural Marketing Service (AMS).

^{3/} Approving or certifying authority will work closely with officials responsible for central coordination.

<u>SPECIFIC FUNCTIONS</u>	<u>AGENCY ASSIGNMENTS</u>	<u>CENTRAL COORDINATING FUNCTIONS - CSS</u>
Civilian claimant -	: AMS	(Coordinating functions same as above.)
Serving as claimant for civilian requirements for current period and stepped-up and full mobilization.	:	
Determining arrangements to relate over-all allocations to consumer rationing in full mobilization (See also Item V.-B. below).	:	
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Foreign claimant -	: FAS	
Serving as claimant agent for foreign requirements in current period and stepped-up and full mobilization.	:	
Determining shares to be distributed to individual foreign claimants.	:	
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B. Production-procurement programs under Section 303 of the Defense Production Act

Program and policy formulation -	: CSS	Maintaining liaison with the Office of Defense Mobilization regarding program certification. Coordinating Office of Defense Mobilization action with Board of Directors of Commodity Credit Corporation. Providing representation on <u>Interagency Materials Advisory Committee of the Office of Defense Mobilization</u> in order to assist in formulation of over-all policy relating to production-procurement functions.
Formulating production-procurement programs for certification by the Office of Defense Mobilization and approval of Directors of Commodity Credit Corporation.	:	
Preparing instructions for guidance of Commodity Offices and State and County Offices.	:	
Formulating policy with respect to disposal of stocks acquired under such programs.	:	
Following up to determine results.	:	
-----	-----	
Field operations -	: CSS	
Issuing operating instructions to field offices.	:	
Carrying out procurement and sales operations for all commodities (through Commodity Offices).	:	
Applying incentives to encourage expansion of domestic production (through State and County Committees).	:	
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(I. cont.)

- 3 -

SPECIFIC FUNCTIONS

:

AGENCY ASSIGNMENTS

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CENTRAL COORDINATING FUNCTIONS - CSS

C. Non-food materials and facilities essential to production, processing and distribution of food

Requirements, capacity and distribution actions for individual non-food materials -	:	CSS - Farm machinery and equipment for all farm commodities.	Correlating and assembling requirements for current period, stepped-up mobilization, and full mobilization covering all non-food and facility requisites and presenting to the Office of Defense Mobilization or appropriate delegate agencies.
Determining requirements for current period and under stepped-up mobilization and full mobilization.	:	CSS - Fertilizer.	Participating in analysis of requirements and capacity sponsored by the Office of Defense Mobilization
Analyzing existing capacity for production and distribution.	:	CSS - Pesticides.	Reviewing and approving proposed expansion goals and justifying before the Office of Defense Mobilization or other delegate agencies.
Recommending necessary facilities expansion programs to produce essential requirements in light of any current, stepped-up and full mobilization deficiencies.	:	CSS - Farm supplies.	Correlating and recommending to the Office of Defense Mobilization tax amortization and Section 302 loan actions.
Preparing recommendations regarding special tax amortization or Section 302 loan cases for essential facilities.	:	CSS - Fuels and energy.	Correlating and approving plans for domestic distribution of farm machinery and equipment, commercial fertilizer and allocation of construction materials under stepped-up and full mobilization.
Developing plans and procedures for domestic distribution controls in event of stepped-up or full mobilization. (For farm machinery and equipment, fertilizer, and farm construction materials only.)	:	CSS - Farm transportation.	Participating with the Office of Defense Mobilization and other delegate agencies in the development of stand-by basic materials distribution systems and stand-by orders applicable to non-food materials generally as they relate to food requisites.
	:	CSS - Farm construction materials.	Providing representation on related committees of the Office of Defense Mobilization and appropriate delegate agencies.
	:	Food processing machinery, equipment and supplies; and containers and packaging materials used in food production, processing and distribution of:	
	:	AMS - Cotton	
	:	AMS - Dairy	
	:	CSS - Fats and oils	
	:	AMS - Fruits and vegetables	
	:	AMS - Grain	
	:	AMS - Livestock, meat and wool	
	:	AMS - Poultry	
	:	CSS - Sugar	
	:	AMS - Tobacco	

(I.-C. cont.)

- 4 -

<u>SPECIFIC FUNCTIONS</u>	<u>AGENCY ASSIGNMENTS</u>	<u>CENTRAL COORDINATING FUNCTIONS - CSS</u>
<u>Requirements and capacity for particular types of food processing and distribution facilities (including private storage) -</u>	: AMS - Cotton	(Coordinating functions same as above.)
<u>Analyzing and determining existing processing and distribution capacity.</u>	: AMS - Dairy	
<u>Determining requirements under stepped-up and full mobilization.</u>	: CSS - Fats and oils	
<u>Recommending necessary expansion programs in light of possible current period and stepped-up and full mobilization deficiencies.</u>	: AMS - Fruits and vegetables	
<u>Preparing recommendations regarding specific tax amortization and Section 302 loan cases.</u>	: AMS - Grain	
<u>Determining requirements for construction materials in stepped-up and full mobilization.</u>	: AMS - Livestock, meat and wool	
<u>Preparing stand-by plans for allocation of construction materials.</u>	: AMS - Poultry	
	: CSS - Sugar	
	: AMS - Tobacco	
	: AMS - Distribution facilities through the wholesale level	
	:	
	:	
	:	
<u>Requirements relating to particular types of transportation and warehousing -</u>	: AMS - Cotton	
<u>Determining probable requirements for transportation and warehousing for food in period of stepped-up and full mobilization.</u>	: AMS - Dairy	
	: CSS - Fats and oils	
	: AMS - Fruits and vegetables	
	: AMS - Grain	
	: AMS - Livestock, meat and wool	
	: AMS - Poultry	
	: CSS - Sugar	
	: AMS - Tobacco	
	: AMS - Distribution facilities through the wholesale level	
	:	
	:	
	:	

<u>SPECIFIC FUNCTIONS</u>	<u>AGENCY ASSIGNMENTS</u>	<u>CENTRAL COORDINATING FUNCTIONS - CSS</u>
	<u>D. Manpower related to food</u>	
<u>On-farm -</u>	: CSS	Coordinating all manpower activities in USDA.
Determining relation of food requirements to manpower needs in general farm production in current period, and in stepped-up and full mobilization.	:	Compiling and submitting production, processing and marketing data and data on manpower implications to manpower agencies as basis for planning current period and stepped-up and full mobilization requirements.
Developing recommendations on essential activities and critical occupations.	:	Working with manpower agencies in development of programs and policies for current period, and for stepped-up and full mobilization.
<u>Food processing and distribution -</u>	: AMS - Cotton	Cooperating with the Office of Defense Mobilization and Department of Labor in relation to manpower phases of the analysis of requirements and capacity sponsored by the Office of Defense Mobilization.
Determining relation of food requirements to manpower needs in current period and in stepped-up and full mobilization.	: AMS - Dairy	Providing representation on:
Developing recommendations on essential activities and critical occupations.	: CSS - Fats and oils	<u>Interagency Committee on Essential and Critical Occupations - Departments of Commerce and Labor;</u>
	: AMS - Fruits and vegetables	<u>Special Farm Labor Advisory Committee - Department of Labor;</u>
	: AMS - Grain	<u>Interdepartmental Committee on International Labor Policy - Department of State.</u>
	: AMS - Livestock, meat and wool	
	: AMS - Poultry	
	: CSS - Sugar	
	: AMS - Tobacco	
	: AMS - Food distribution generally through wholesale level.	
<u>Manpower research relating to farm matters -</u>	: ARS	
Studies relating to on-farm labor-saving equipment and practices, farm man-hour requirements and special area surveys.	:	
<u>Manpower research relating to marketing -</u>	: AMS	
Studies relating to manpower in marketing channels and over-all labor studies.	:	
<u>Manpower education and training</u>	: Extension Service	

(I. cont.)

- 6 -

<u>SPECIFIC FUNCTIONS</u>	<u>AGENCY ASSIGNMENTS</u>	<u>CENTRAL COORDINATING FUNCTIONS - CSS</u>
	<u>E. General</u>	
<u>Representation on Defense Mobilization Board</u>	: Secretary	-----
<u>of Office of Defense Mobilization ¹/₄.</u>	:	
-----	-----	
	:	
<u>Representation on Manpower Policy Committee</u>	: Under Secretary	
<u>of Office of Defense Mobilization ¹/₄.</u>	:	
-----	-----	
	:	
<u>Representation on Central Coordinating</u>	: CSS	
<u>Committee and Interagency Regional</u>	:	
<u>Committees on Defense Mobilization of</u>	:	
<u>Office of Defense Mobilization.</u>	:	

II. MISCELLANEOUS DEFENSE PRODUCTION ACT FUNCTIONS NOT DIRECTLY RELATED TO FOOD - INCLUDING RELATED PLANNING FOR VARIOUS STAGES OF MOBILIZATION.

A. REA borrowers

<u>Requirements for REA borrowers -</u>	: REA	-----
<u>Estimating electric power requirements for</u>	:	
<u>REA borrowers in stepped-up and in full</u>	:	
<u>mobilization for submission to claimant</u>	:	
<u>agency.</u>	:	
<u>Preparing stand-by plans for distribution</u>	:	
<u>of construction materials to borrowers.</u>	:	
-----	-----	-----

B. U. S. Department of Agriculture

<u>Requirements for construction and repair -</u>	: Office of Plant and	-----
<u>Estimating construction and repair materials</u>	: Operations	
<u>and facilities required by USDA in</u>	:	
<u>stepped-up as well as full mobilization</u>	:	
<u>for submission to claimant agency.</u>	:	
-----	-----	

¹/₄ This representation should be coordinated with defense mobilization work generally through Item I. of this schedule.

(II.-B. cont.)

- 7 -

<u>SPECIFIC FUNCTIONS</u>	<u>AGENCY ASSIGNMENTS</u>	<u>CENTRAL COORDINATING FUNCTIONS - CSS</u>
<u>Requirements for operating equipment and supplies -</u>	: Office of Budget and Finance	----
<u>Estimating operating equipment and supplies required by USDA in stepped-up as well as full mobilization for submission to claimant agency.</u>	:	-----
C. Forest products		
<u>Forest products production -</u>	: Forest Service	----
<u>Participating with the Office of Defense Mobilization and the Department of Commerce in connection with activities related to production of forest products.</u>	:	

III. FUNCTIONS RELATING TO SELECTIVE SERVICE UNDER UNIVERSAL MILITARY TRAINING AND SERVICE ACT

<u>On farm -</u>	: CSS	Assisting Selective Service in working out policies regarding deferments on farm and in the food industry generally. Preparing instructions and procedures for issuance to field offices with respect to USDA participation in Selective Service activities.
<u>Assisting Selective Service in applying farm deferment policies in local areas (through State and County Committees).</u>	:	
<u>Food processing and distribution -</u>	: AMS - Cotton	
<u>Determining relation of Selective Service program to manpower needs in food processing and distribution.</u>	: AMS - Dairy	
	: CSS - Fats and oils	
	: AMS - Fruits and vegetables	
	: AMS - Grain	
	: AMS - Livestock, meat and wool	
	: AMS - Poultry	
	: CSS - Sugar	
	: AMS - Tobacco	
	: AMS - Food distribution generally through wholesale level.	

SPECIFIC FUNCTIONS

AGENCY ASSIGNMENTS

CENTRAL COORDINATING FUNCTIONS - CSS

IV. FUNCTIONS RELATING TO PLANNING FOR FACILITIES PROTECTION AND POST-ATTACK REHABILITATION UNDER NATIONAL SECURITY ACT.

<u>Facilities protection and post-attack rehabilitation for particular types of food facilities -</u>	: AMS ^{5/} - Cotton	Correlating work and preparing over-all program and reports.
<u>Determining critical food facilities of national significance and developing criteria for the designation of facilities which are critical in local areas.</u>	: AMS ^{5/} - Dairy	Providing representation on Facilities Protection Board and Industrial Defense Committee, both of the Office of Defense Mobilization; also participating as necessary in work of Industry Evaluation Board of the Department of Commerce.
<u>Developing and recommending physical protection standards for food facilities and food inventories.</u>	: CSS ^{5/} - Fats and oils	
<u>Developing a program of post-attack rehabilitation for food facilities which are significant to national food supplies and for categories of facilities likely to have local significance.</u>	: AMS ^{5/} - Fruits and vegetables	
<u>Assisting in carrying out pre-attack actions for physical protection and physical rehabilitation. This will involve working directly with major food facilities and advising community organizations on measures which relate to facilities of local significance.</u>	: AMS ^{5/} - Grain	
	: AMS ^{5/} - Livestock, meat and wool	
	: AMS ^{5/} - Poultry	
	: CSS ^{5/} - Sugar	
	: AMS ^{5/} - Tobacco	
	: AMS ^{5/} - Food distribution generally through wholesale level.	

V. FUNCTIONS RELATING TO STABILIZATION PLANNING UNDER NATIONAL SECURITY ACT.

A. Price stabilization planning for full mobilization ^{6/}

<u>Price controls for individual commodities -</u>	: CSS - Cotton	Maintaining liaison and coordinating action with the Office of Defense Mobilization.
<u>Planning minimum level of control, keeping in mind other USDA program objectives and commodities to be controlled.</u>	: AMS - Dairy	
<u>Planning the point or points in farm-to-market system at which prices should be frozen.</u>	: CSS - Fats and oils	
<u>Planning price differentials which could be applied under longer range regulation.</u>	: AMS - Fruits and vegetables	
	: CSS - Grain	
	: AMS - Livestock, meat and wool	
	: AMS - Poultry	
	: CSS - Sugar	
	: CSS - Tobacco	

^{5/} If a project affects other areas, appropriate assignments will be made to other agencies of USDA.

^{6/} Wherever price stabilization planning involves technical computations relating to parity prices, it is understood that data will be obtained from the Agricultural Marketing Service.

(V.-A. cont.)

- 9 -

<u>SPECIFIC FUNCTIONS</u>	<u>AGENCY ASSIGNMENTS</u>	<u>CENTRAL COORDINATING FUNCTIONS - CSS</u>
Intercommodity problems and over-all plans -	: CSS	(Coordinating functions same as above.)
Making recommendations with respect to	:	
intercommodity problems in price plans.	:	
Planning best type of long-range regulations	:	
and relationship to regular price programs	:	
of USDA.	:	
-----	-----	-----
B. <u>Consumer rationing</u>		
---- 7/	:	Consumer rationing planning for full
	:	mobilization. Maintaining liaison with
	:	the Office of Defense Mobilization.

VI. FUNCTIONS RELATING TO FOOD PROCUREMENT COORDINATION UNDER NATIONAL SECURITY ACT.

---- 7/	:	Developing over-all plan for coordination
	:	of all Government food procurement in
	:	full mobilization, taking into account
	:	relation to allocations, area and timing
	:	of purchases and availability of manpower.

VII. FUNCTIONS RELATING TO ASSISTANCE TO INTERNATIONAL ORGANIZATIONS ENGAGED IN MOBILIZATION PLANNING (i.e., NORTH ATLANTIC TREATY ORGANIZATION).

International data, over-all reports and	: FAS	Preparing data and reports relating to
<u>liaison -</u>	:	domestic mobilization plans.
Preparing data relating to international	:	
situation.	:	
Preparing over-all reports and position	:	
papers.	:	
Maintaining liaison with backstopping group	:	
in Department of State.	:	
Providing representation on international	:	
committees.	:	

7/ If planning of consumer food rationing and food procurement coordination becomes more active, it may be necessary to decentralize some of the work following a pattern somewhat similar to that used for price stabilization planning. Rationing planning should also be correlated with civilian requirements planning.

SPECIFIC FUNCTIONS

: AGENCY ASSIGNMENTS

| CENTRAL COORDINATING FUNCTIONS - CSS

VIII. FUNCTIONS RELATING TO SECURITY PHASES OF EXPORT CONTROL UNDER EXPORT CONTROL ACT

<u>International data, over-all reports and liaison -</u>	: FAS	Determining relation of security export programs to domestic supplies (chiefly supplies of non-food materials).
Determining relation of security export program to international situation.	:	
Preparing or reviewing over-all reports.	:	
Providing representation on Advisory Committee on Export Policy of the Department of Commerce and related committees.	:	
	:	

IX. FUNCTIONS UNDER STRATEGIC AND CRITICAL MATERIALS STOCK PILING ACT 8/

A. Commodities in which USDA has direct interest
(i.e., oils such as castor oil, coconut oil, palm oil, sperm oil; cordage fiber and wool; medicines or insecticides from plant derivatives such as quinine, quinidine, pyrethrum; rubber; tannin)

<u>Basic data and expansion of domestic supplies -</u>	: CSS	Insuring consistency of policy followed by USDA representatives. Preparing over-all reports.
Participating with representatives of other agencies in preparing basic data sheets which are used in determining stockpile objectives.	:	
Determining extent to which domestic supplies can be expanded.	:	
-----	-----	
<u>Research</u>	: ARS	
<u>Conducting research on substitutes, etc.</u>	: -----	
<u>Relation to foreign trade -</u>	: FAS	
Participating in consideration of stockpile objectives and actions affecting foreign trade.	:	
-----	-----	

8/ The program by which commodities owned by the Commodity Credit Corporation may be bartered for strategic and critical commodities under Public Law 85 of the 81st Congress also supports objectives of the stockpiling program.

(IX. cont.)

- 11 -

<u>SPECIFIC FUNCTIONS</u>	:	<u>AGENCY ASSIGNMENTS</u>		<u>CENTRAL COORDINATING FUNCTIONS - CSS</u>
---------------------------	---	---------------------------	--	---

B. Commodities in which USDA has indirect interest
(i.e., aluminum, copper, tin, nickel)

Basic data -	: CSS		Insuring consistency of policy followed by USDA representatives.
Participating in development of basic data sheets to assure that essential agricultural requirements are included in stockpiling objectives.	: : : : :		Preparing over-all reports.

C. General

Representation -	: CSS		(Coordinating functions same as above.)
Providing representation on Interagency Materials Advisory Committee of the Office of Defense Mobilization with respect to stockpile matters.	: : : :		

X. PROGRESS REPORTING

Preparing periodic progress reports of defense mobilization functions.	: Each agency responsible : for specific functions : :		Coordinating defense mobilization reporting functions. Preparing over-all defense mobilization reports for USDA.

The letter designations used in the schedule have the following meaning:

USDA	- U. S. Department of Agriculture
AMS	- Agricultural Marketing Service
ARS	- Agricultural Research Service
CSS	- Commodity Stabilization Service
FAS	- Foreign Agricultural Service
REA	- Rural Electrification Administration



DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

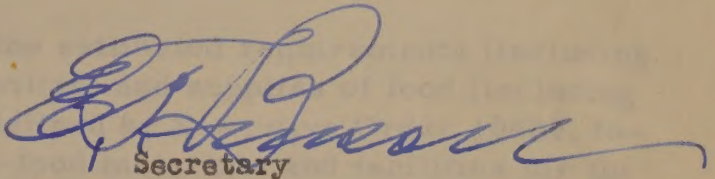
March 12 1954

MEMORANDUM NO. 1346 Supplement 1

Under Defense Mobilization Order I-9

Assignment of Defense Mobilization Responsibilities
to the U. S. Department of Agriculture

- A. Defense Mobilization Order I-9 (copy attached) assigns designated defense mobilization responsibilities to the U. S. Department of Agriculture, to be undertaken within a work program which the Department will develop and submit to the Director of the Office of Defense Mobilization for review.
- B. The provisions of DMO I-9, and the related work program, except that provided for in paragraph "2-i," will be carried out in the Department in accordance with the assignment of functions and the delegations of authority specified in Secretary's Memorandum 1346 of March 3, 1954.
- C. Measures to carry out the provisions of paragraph "2-i" of DMO I-9 pertaining to "Development and maintenance of plans to insure the continuity of the essential functions of the Department in event of attack on the United States" shall be developed under the general direction of the Administrative Assistant Secretary.


Secretary

Attachment

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON



RECEIVED J. M. 1914

Under Secretary of Agriculture

Statement of the Secretary of Agriculture
to the House of Representatives

1. The Secretary of Agriculture has the honor to acknowledge the receipt of a letter from the Secretary of the House of Representatives, dated January 1, 1914, in relation to the report of the Secretary of Agriculture for the year 1913.

2. The Secretary of Agriculture has the honor to acknowledge the receipt of a letter from the Secretary of the House of Representatives, dated January 1, 1914, in relation to the report of the Secretary of Agriculture for the year 1913.

3. The Secretary of Agriculture has the honor to acknowledge the receipt of a letter from the Secretary of the House of Representatives, dated January 1, 1914, in relation to the report of the Secretary of Agriculture for the year 1913.

[Handwritten signature]

Attachment

February 25, 1954

EXECUTIVE OFFICE OF THE PRESIDENT
OFFICE OF DEFENSE MOBILIZATION

DEFENSE MOBILIZATION ORDER-I-9

SUBJECT: ASSIGNMENT OF DEFENSE MOBILIZATION
RESPONSIBILITIES TO THE U. S. DEPARTMENT
OF AGRICULTURE

By virtue of the authority vested in me pursuant to the National Security Act of 1947, as amended; Reorganization Plan No. 3, effective June 12, 1953; the Defense Production Act of 1950, as amended; Executive Order 10480 of August 15, 1953; the Strategic and Critical Materials Stock Piling Act of 1946, as amended; and in order to facilitate the coordination of Federal policies and programs for current defense activities and readiness for any future mobilization, it is hereby ordered:

1. The Secretary of Agriculture will be responsible for the development and administration of preparedness measures relating to food and the domestic distribution of farm equipment and commercial fertilizer. Such preparedness measures should be undertaken within a work program which is consistent with the defense mobilization assumptions and objectives for the Government as a whole. It should also take account of the delegation of authority and responsibility from Federal Civil Defense Administration. To assure consistency with the mobilization program as a whole, the proposed work program will be submitted to the Director of the Office of Defense Mobilization for review.

2. The measures for which the Secretary of Agriculture is responsible are as follows:

- a. Periodic evaluation of the estimated requirements (including military, export and civilian) and supplies of food (including probable imports), as defined by Executive Order 10480, together with related non-food materials and facilities for the current period and for full mobilization, so as to permit the best use of resources and the identification of any deficiencies in the mobilization base.
- b. Current activities relating to the expansion of productive capacity and supply; recommendations for the establishment or modification of expansion goals and the programs needed to meet those goals in order to overcome deficiencies in the mobilization base; screening and making recommendations on requests for rapid tax amortization and for loans and procurement contracts under the Defense Production Act and maintaining the records required to measure progress in achieving expansion goals.

- c. Cooperation with other departments and agencies in correcting apparent deficiencies in food processing or distribution capacity or the capacity of supporting industries such as fertilizer, farm machinery, chemicals and containers; consideration of mobilization requirements in planning and carrying out regular programs of the U. S. Department of Agriculture.
- d. Development of stand-by controls relating to food allocation and distribution, and the domestic distribution of farm equipment and commercial fertilizer designed to insure rapid and orderly conversion to meet needs arising from full mobilization, or full mobilization with atomic attack; cooperation with the Office of Defense Mobilization and other appropriate agencies in planning other distribution controls applicable to food requisites.
- e. Cooperation with the Office of Defense Mobilization in developing stabilization measures for food which would be suitable in the event of full mobilization, or full mobilization with atomic attack.
- f. Cooperation with the Department of Labor and other agencies to insure the availability of manpower needed to carry out the food program currently and in full mobilization, including full mobilization with atomic attack.
- g. Assistance to the Office of Defense Mobilization in formulating plans for the stockpiling of critical and strategic materials, and to the extent necessary, in the acquisition of such materials and the expansion of domestic sources of supply.
- h. Guidance and leadership in the development of plans and programs to insure continuity of operation of vital food facilities in event of attack.
- i. Development and maintenance of plans to insure the continuity of the essential functions of the Department in event of attack on the United States.

3. The work program to be undertaken by the Department of Agriculture shall indicate the priority and scope of the work to be carried on in the assigned areas. Periodic reports of progress shall be submitted as requested.

4. This Order is not intended to affect any delegation of authority heretofore conferred upon the Secretary of Agriculture.

OFFICE OF DEFENSE MOBILIZATION

Arthur S. Flemming

Director



DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

MAR 25 1954

MEMORANDUM NO. 1346, SUPPLEMENT 2

Assignment of Responsibility for Development and Main-
tenance of Plans to Insure the Continuity of the
Essential Functions of the Department in the
Event of Attack on the United States

Memorandum No. 1346, Supplement 1, placed on the Administrative Assistant Secretary general responsibility for the development and maintenance of plans to insure continuity of essential functions of the Department in the event of attack on the United States. To assist in carrying out that objective the following committee is hereby established:

N. Robert Bear, Office of Personnel
Ralph Koebel, Office of the Solicitor
Terry J. McAdams, Office of Plant and Operations
John Wells, Office of Budget and Finance
F. R. Mangham, Office of Plant and Operations,
Chairman

In the discharge of this assignment, it will be necessary that the committee work in close cooperation with assistant administrators for management or other officials having comparable responsibility in each of the Services and agencies of the Department. .

This is an important task that will require the whole-hearted support of the heads and top management people in all Department agencies.

Ralph S. Roberts
Administrative Assistant Secretary

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON



May 22 1904

MEMORANDUM FOR THE SECRETARY

Subject: Report of the Commission on the Development of the
Public Lands of the United States
for the year 1903
and the progress of the work of the
Commission during the year 1903

Enclosed for the Secretary are the following reports of the Commission on the Development of the Public Lands of the United States for the year 1903 and the progress of the work of the Commission during the year 1903:

- 1. Report of the Commission on the Development of the Public Lands of the United States for the year 1903 and the progress of the work of the Commission during the year 1903.
- 2. Report of the Commission on the Development of the Public Lands of the United States for the year 1903 and the progress of the work of the Commission during the year 1903.
- 3. Report of the Commission on the Development of the Public Lands of the United States for the year 1903 and the progress of the work of the Commission during the year 1903.
- 4. Report of the Commission on the Development of the Public Lands of the United States for the year 1903 and the progress of the work of the Commission during the year 1903.
- 5. Report of the Commission on the Development of the Public Lands of the United States for the year 1903 and the progress of the work of the Commission during the year 1903.

It is the desire of the Secretary that the Commission should continue its work in the future and that it should report to the Secretary at such times as it may deem proper.

This is an important task and it is hoped that the Commission will continue its work in the future and that it will report to the Secretary at such times as it may deem proper.

[Handwritten signature]

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington 25, D. C.

July 19, 1961

Sec. MEMORANDUM NO. 1346, Supplement 2, Revised

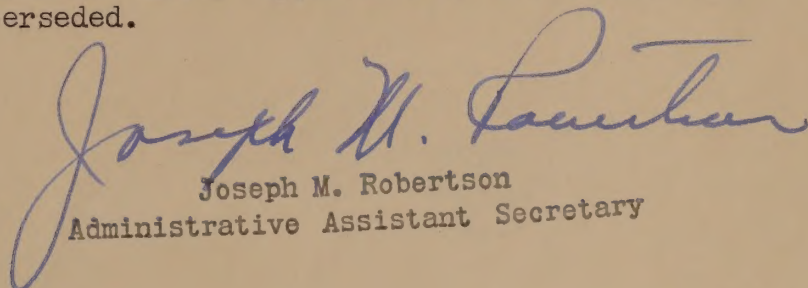
Continuity Planning Committee

Sec's
Memorandum No. 1346, Supplement 1, placed on the Administrative Assistant Secretary general responsibility for the development and maintenance of plans to insure continuity of essential functions of the Department in the event of attack on the United States. The Continuity Planning Committee was established on March 25, 1954, to assist in carrying out that objective. This committee is composed of the following members:

N. Robert Bear, Office of Personnel
Terry J. McAdams, Office of Plant and Operations
Raymond J. Mischler, Office of the General Counsel
John L. Wells, Office of Budget and Finance
F. R. Mangham, Office of Plant and Operations,
Chairman

In the discharge of this assignment, it is necessary that the committee work in close cooperation with assistant administrators for management or other officials having comparable responsibility in each of the services and agencies of the Department. This is an important task that requires the whole-hearted support of the heads and top management people in all Department agencies.

Secretary's Memorandum No. 1346, Supplement 2, dated March 25, 1954, is hereby superseded.


Joseph M. Robertson
Administrative Assistant Secretary

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington 25, D. C.

July 19, 1951

MEMORANDUM NO. 1346, Supplement 2, Revised

Continuity Planning Committee

Memorandum No. 1346, Supplement 1, placed on the Administrative Assistant Secretary's responsibility for the development and maintenance of plans for the continuity of essential functions of the Department in the event of attack on the United States. The Continuity Planning Committee was established on March 25, 1951, to assist in carrying out that objective. This committee is composed of the following members:

W. Robert Bean, Office of Personnel
Terry J. McGowan, Office of Plant and Operations
Raymond J. Mischler, Office of the General Counsel
John L. Wells, Office of Budget and Finance
F. H. Mangham, Office of Plant and Operations
Chairman

In the discharge of this assignment, it is necessary that the committee work in close cooperation with assistant administrators for management or other officials having comparable responsibility in each of the services and agencies of the Department. This is an important task that requires the whole-hearted support of the heads and top management people in all Department agencies.

Secretary's Memorandum No. 1346, Supplement 2, dated March 25, 1951, is hereby superseded.

[Handwritten signature]
Terry J. McGowan
Administrative Assistant Secretary



DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

May 31 1956

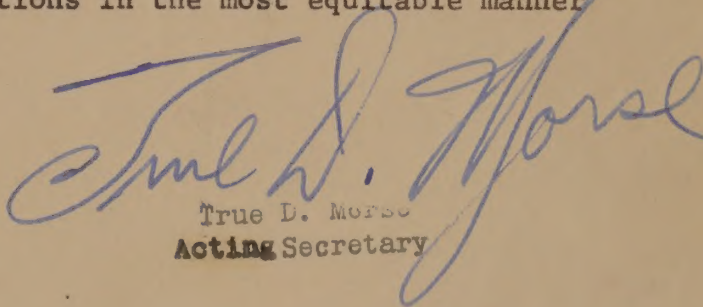
MEMORANDUM NO. 1346, SUPPLEMENT 3

Planning for Continuity of Essential Functions

The Department's Continuity Planning Committee, in cooperation with agency representatives, has developed a general plan and is working out the detailed procedures for continuing and implementing the essential wartime functions of the Department in the event of an enemy attack upon the United States. The program phases of the plan are being developed by the agencies especially qualified to effect their activation in time of need. Other aspects of an overall character are being further developed under immediate direction of the Committee.

To provide staff and facilities for carrying on certain of the overall phases of adequate defense preparedness, I have directed the Continuity Planning Committee, as need arises from time to time, to draw upon the resources of the several agencies for the furnishing of facilities and the assignment of personnel having specialized skills, as in the case of telecommunication operators and technicians. The agencies are expected to cooperate to the fullest extent with the Committee by finding and making such personnel available for specialized training and participation in departmental and national test exercises and by making space and other facilities available where needed. As a part of their contribution to national defense preparedness, agencies are to provide for security clearances, where needed, and for travel costs incurred incident to assignments of their personnel.

The Continuity Planning Committee will make every effort to request contributions toward these operations in the most equitable manner possible.


True D. Morse
Acting Secretary



1935

MEMORANDUM NO. 134, SUPPLEMENT 3

Planning for Continuity of Essential Functions

The Department's Continuity Planning Committee, in cooperation with agency representatives, has developed a general plan and is working out the detailed procedures for continuing and implementing the essential wartime functions of the Department in the event of an enemy attack upon the United States. The program phases of the plan are being developed by the agencies especially qualified to effect their activation in time of need. Other aspects of an overall character are being further developed under immediate direction of the Committee.

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The Continuity Planning Committee will make every effort to request contributions toward these operations in the most expeditious manner possible.

Very truly yours,
Secretary



DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

March 4 1954

MEMORANDUM NO. 1347

Transfer of Responsibility for Coordination of
Aerial Photographic Work of the Department

Ralph H. Moyer, Director, Performance and Aerial Photography Division, Commodity Stabilization Service, will be responsible for the coordination of aerial photographic work of the Department including:

1. Clearing all aerial photographic projects to prevent duplication of existing photography of this or other Departments which is suitable for the intended use and to determine whether any other agency of the Department can obtain additional needed photography under the same contract.
2. Assigning symbols, where necessary, for new aerial photography, to maintain records of them and to furnish symbol books.
3. Keeping a record of all aerial photography secured by the Department and periodically issue status maps showing such coverage.
4. Promoting interchange of technical information and techniques to develop lower costs and better quality.
5. Serving as liaison officer for the Department in its relations with the Bureau of the Budget, Bureau of Standards, the Defense Department and other Departments and establishments in connection with aerial photography and related activities including the classification of departmental aerial photography, but excluding mapping.
6. Serving as Chairman of the Photographic Sales Committee of the Department that is responsible for determining the policy and procedure in connection with the sale and disposition of photographic material.
7. Maintaining records, maps and files on aerial photography to be transferred from Office of Plant and Operations.

Responsibility for initiation of aerial photographic work shall remain with the various Services of the Department.

True D. Morse
True D. Morse

*W E Young 1/27/54
Action 3/1/54*

DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON

March 4, 1921

Mr. J. H. ...

Transfer of ...

...

1. ...

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DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

June 11 1954

MEMORANDUM NO. 1347, SUPPLEMENT 1

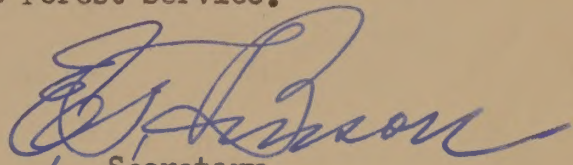
Responsibility for Coordination
of Mapping Projects

The Forest Service is assigned responsibility for coordination of mapping work of the Department, including:

1. Clearing mapping projects to prevent duplication.
2. Keeping a record of mapping done by Department agencies.
3. Preparing and submitting required Departmental reports.
4. Serving as liaison on mapping with the Bureau of the Budget, Department of the Interior, and other Departments and establishments.
5. Promoting interchange of technical information, including techniques which may reduce costs or improve quality.

Other agencies of the Department will supply the Forest Service with information which may be needed for these purposes.

Mapping records formerly maintained by the Office of Plant and Operations are transferred to the Forest Service.


Secretary

CARTOGRAPHY

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

MEMORANDUM FOR THE SECRETARY

Responsibility for Conservation
of Wildlife

The Forest Service is assigned responsibility for conservation
of wildlife on the National Forests, and the following:

1. Identifying existing projects for present conservation.
2. Keeping a record of existing laws by Department.
3. Preparing and submitting required Departmental reports.
4. Securing a liaison in carrying out the Bureau of the Forest, Department of the Interior, and other Departments and establishments.
5. Promoting interchange of technical information, including techniques which may relate to the various species.

Other agencies of the Department will carry the Forest Service with information which may be needed for these purposes.

Mapping records formerly maintained by the Office of Land and Questions are transferred to the Forest Service.

[Signature]
Secretary

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington 25, D. C.

July 1, 1959.

MEMORANDUM NO. 1347, REVISED

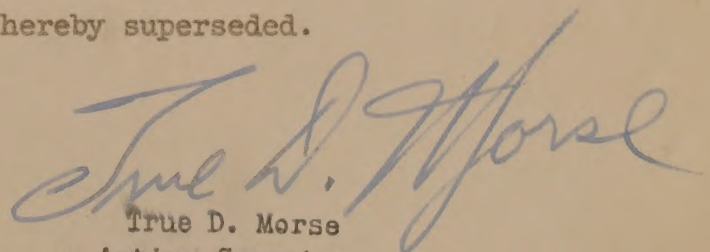
Responsibility for Coordination of Aerial
Photographic Work of the Department

Ka P. Harris, Deputy Director, Performance Division, Commodity Stabilization Service, is responsible for the coordination of aerial photographic work of the Department, including:

1. Clearing all aerial photographic projects to prevent duplication of existing photography of this or other Departments which is suitable for the intended use and to determine whether any other agency of the Department can obtain additional needed photography under the same contract.
2. Assigning symbols, where necessary, for new aerial photography, to maintain records of them and to furnish symbol books.
3. Keeping a record of all aerial photography secured by the Department and periodically issue status maps showing such coverage.
4. Promoting interchange of technical information and techniques to develop lower costs and better quality.
5. Serving as liaison officer for the Department in its relations with the Bureau of the Budget, Bureau of Standards, the Defense Department and other Departments and establishments in connection with aerial photography and related activities, including the classification of departmental aerial photography, but excluding mapping.
6. Serving as Chairman of the Photographic Sales Committee of the Department that is responsible for determining the policy and procedure in connection with the sale and disposition of photographic material.

Responsibility for initiation of aerial photographic work shall remain with the various Services of the Department.

Memorandum No. 1347 of March 4, 1954, is hereby superseded.


True D. Merse
Acting Secretary

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington 25, D. C.

July 1, 1935

MEMORANDUM NO. 1347, REVISED

Responsibility for Coordination of Aerial
Photographic Work of the Department

Ka. P. Harris, Deputy Director, Performance Division, General Staff Administration Service, is responsible for the coordination of aerial photographic work of the Department, including:

1. Clearing all aerial photographic projects to prevent duplication of existing photography of this or other Departments which is suitable for the intended use and to determine whether any other agency of the Department can obtain additional needed photography under the same contract.

2. Assigning symbols, where necessary, for new aerial photography, to maintain records of them and to furnish symbol books.

3. Keeping a record of all aerial photography secured by the Department and periodically issue status maps showing such coverage.

4. Promoting interchange of technical instruction and techniques to develop lower costs and better quality.

5. Serving as liaison officer for the Department in its relations with the Bureau of the Budget, Bureau of Standards, the National Department and other Departments and establishments in connection with aerial photography and related activities, including the classification of departmental aerial photography, and excluding mapping.

6. Serving as Chairman of the Photographic Sales Committee of the Department that is responsible for determining the policy and procedure in connection with the sale and disposition of photographic material.

Responsibility for initiation of aerial photographic work shall remain with the various services of the Department.

Memorandum No. 1347 of March 4, 1935, is hereby superseded.

Approved: _____
Special Agent in Charge

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington 25, D.C.

January 30, 1962.

SECRETARY'S MEMORANDUM NO. 1347, REVISED

Responsibility for Coordination of Aerial
Photographic Work of the Department

Ka P. Harris, Deputy Director, Compliance and Aerial Photography Division, Agricultural Stabilization and Conservation Service, is responsible for the coordination of aerial photographic work of the Department, including:

1. Clearing all aerial photographic projects to prevent duplication of existing photography of this or other Departments which is suitable for the intended use and to determine whether any other agency of the Department can obtain additional needed photography under the same contract.
2. Assigning symbols, where necessary, for new aerial photography, to maintain records of them and to furnish symbol books.
3. Keeping a record of all aerial photography secured by the Department and coordinating the work of the Agricultural Stabilization and Conservation Service, the Forest Service and the Soil Conservation Service in periodically issuing separate sets of status maps showing the latest coverage held by each Service.
4. Promoting interchange of technical information and techniques to develop lower costs and better quality.
5. Serving as liaison officer for the Department in its relations with the Bureau of the Budget, Bureau of Standards, the Defense Department and other Departments and establishments in connection with aerial photography and related activities, including the classification of departmental aerial photography, but excluding mapping.
6. Serving as Chairman of the Photographic Sales Committee of the Department that is responsible for determining the policy and procedure in connection with the sale and disposition of photographic material.

Responsibility for initiation of aerial photographic work shall remain with the various services of the Department.

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington 25, D.C.

January 30, 1958

MEMORANDUM FOR THE SECRETARY

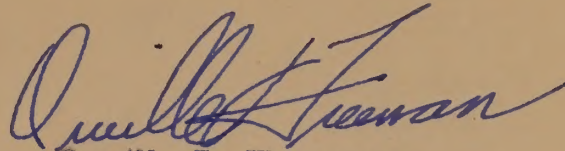
Responsibility for Coordination of Aerial
Photographic Work of the Department

As F. Harris, Deputy Director, Compliance and Aerial Photography Division, Agricultural Stabilization and Conservation Service, is responsible for the coordination of aerial photographic work of the Department, including:

1. Clearing all aerial photographic projects to prevent duplication of existing photography of this or other Departments which is available for the information and to determine whether any other agency of the Department can obtain additional needed photography under the same contract.
2. Assigning symbols, where necessary, for new aerial photography, to maintain records of them and to furnish symbols.
3. Keeping a record of all aerial photography secured by the Department and coordinating the work of the Agricultural Stabilization and Conservation Service, the Forest Service and the Soil Conservation Service in periodically issuing separate sets of status maps showing the latest coverage held by each Service.
4. Promoting interchange of technical information and techniques to develop lower costs and better quality.
5. Serving as liaison officer for the Department in its relations with the Bureau of the Budget, Bureau of Economic Warfare, the Defense Department and other Departments and establishments in connection with aerial photography and related activities, including the classification of governmental aerial photography, but excluding mapping.
6. Serving as Chairman of the Photographic Sales Committee of the Department that is responsible for determining the policy and procedure in connection with the sale and disposition of photographic material.

Responsibility for initiation of aerial photographic work shall remain with the various services of the Department.

This supersedes Secretary's Memorandum No. 1347, Revised, dated July 1, 1959.

A handwritten signature in blue ink, appearing to read "Orville L. Freeman". The signature is fluid and cursive, with the first name "Orville" and last name "Freeman" being the most legible parts.

Orville L. Freeman
SECRETARY

This superseded Secretary's Memorandum No. 1347, Revised, dated July 1, 1959.



Otville L. Freeman
Secretary



DEPARTMENT OF AGRICULTURE

WASHINGTON 25, D. C.

March 26 1954

MEMORANDUM NO. 1348

Reorganization of Information Work

When the Department reorganization was made effective on November 2, 1953, it was indicated that a study of the information activities of the Department was under way and that any changes in the organization of information work would be announced later.

The Department has considered the report of the Advisory Committee on Agricultural Information which was named June 15, 1953, and which reported to me in late September. The organization of information work in the Department has been reviewed by the Departmental Committee on Reorganization and several subcommittees in the light of the Advisory Committee's recommendations.

As in the reorganization of the Department, announced November 2, 1953, the changes in the organization and administration of information work are designed for better service to farm families and for more effective and economical administration. These changes are intended: (a) to make the information work of the Department more helpful to farmers and the agricultural industries, (b) to restrict agency information services to information functions and to remove therefrom functions not directly connected with public reporting and which can be done elsewhere in the Department, (c) to centralize certain functions in the interest of greater efficiency and economy, (d) to relate Department information work more closely to that of the Land Grant Colleges through the Federal Extension Service, and (e) to strengthen and reaffirm the responsibilities of the Office of Information.

There is a need to change direction or emphasis somewhat in several problem areas to accomplish the purposes outlined above. The volume of publications of the Department is very great and every effort should be made to reduce it, and there is opportunity to effect savings in publications' expenditures by more careful advance planning. There is also a need for closer collaboration between the Department and the Land Grant Colleges in the planning, production, and utilization of publications.

ORGANIZATION 1 (2nd.)

DEPARTMENT OF AGRICULTURE

WASHINGTON 25, D. C.



MEMORANDUM NO. 1348

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When the Department reorganization was made effective on November 2, 1953, it was indicated that a study of the information activities of the Department was under way and that any changes in the organization of information work would be announced later.

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In the visual field art work, charts, and other graphics are at present produced in several agencies of the Department. This service could be performed more effectively in a central unit. Still photography work is being done in a number of agencies and field offices in the Department. Aerial photography and such other photography as is predominantly to document agency programs is a continuing program function in Department agencies.

In some agencies, personnel assigned to information offices are engaged in such tasks as: answering general agency correspondence; arranging for printing and distribution of administrative materials and forms; and other activities not directly connected with public reporting.

The Director of Information has reorganized the Office of Information in line generally with recommendations of the Advisory Committee on Agricultural Information. The work of the Office of Information now performed in six divisions reporting directly to the Director of Information has been regrouped as follows, with an Assistant Director responsible for each group to give more effective direction and control of the information activities of the Department.

Publications -- to include publications policy and control, distribution, and mailing list activities.

Current Information -- to include the present Press Service, Division of Special Reports, and Radio and Television Service.

Visual -- to include the present Motion Picture Service, Exhibits Service, the Illustrations work now in the Division of Publications, and the photographic work now in the Press Service and certain additional visual work to be transferred from the agencies.

To accomplish the purpose of more effective and efficient information services, it is hereby directed that:

CHANGES ORDERED IN DEPARTMENTAL AND AGENCY INFORMATION WORK

General Administrative Direction. The Departmental Office of Information shall be under the general administrative direction of the Administrative Assistant Secretary. While administratively responsible to the Administrative Assistant Secretary, the Director of Information will work directly with appropriate persons in the immediate Office of the Secretary as may be required to carry out Department information responsibilities.

Publications Policy and Control. (a) Responsibility for editing, clearance and control of all publications of the Department, which has heretofore been exercised in part by the Office of Information and in part delegated to the agencies, is assigned as follows:

In the visual field and work, charts, and other displays are at present produced in several agencies of the Department. This service could be performed more effectively in a central unit. Still photography work is being done in a number of agencies and field offices in the Department. Aerial photography and such other photography as is predominantly to document agency programs is a continuing program function in Department agencies.

In some agencies, personnel assigned to information offices are engaged in such tasks as: answering general agency correspondence; arranging for printing and distribution of administrative materials and forms; and other activities not directly connected with public reporting.

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CHANGES ORDERED IN DEPARTMENTAL AND AGENCY INFORMATION WORK

General Administrative Division. The Departmental Office of Information shall be under the general administrative direction of the Administrative Assistant Secretary. While administratively responsible to the Administrative Assistant Secretary, the Director of Information will work directly with appropriate persons in the Executive Office of the Secretary as may be required to carry out Department information responsibilities.

Publications Policy and Control. (a) Responsibility for editing, clearance and control of all publications of the Department, which has heretofore been exercised in part by the Office of Information and in part delegated to the agencies, is assigned as follows:

Responsibility for policy clearance and control of publications, both printed and processed, is vested in the Office of Information.

Responsibility for detailed editing of manuscripts for publication, both printed or otherwise processed, is vested in the Department agencies.

(b) A Department committee is established to review all the publications of the Department (both printed or otherwise processed) now being issued or stocked, and to recommend areas for reducing the number and size of publications. The committee, in its review, will give especial attention to the problem of integrating Department publications with the needs and publications programs of the Land Grant Colleges, and with those of private industry in agriculture and related fields. The committee will study the desirability and practicability of putting a larger proportion of the Department's publications on a sales basis, of combining existing publications when advisable, and of eliminating publications of limited or dubious value.

(c) Each agency shall establish on a continuing basis a Publications Committee to plan and review the agency's publications program. It shall be the function of each such committee to recommend the publications needs of the agency, to approve plans for publication preparation and distribution before manuscripts are written, to consider the relationship of proposed publications to Land Grant College needs and utilization, and to determine that the proposed publications do not duplicate known existing publications issued by private industry. The Office of Information shall be represented on these agency committees, and such representative shall consult currently with the Federal Extension Service on the publications plan and program of each agency.

Centralizing Art and Graphic Work. All art and graphics production work now being done throughout the Department hereafter shall be performed in the Office of Information on a reimbursable basis, except the cartographic work now being performed in the Forest Service and the Soil Conservation Service. The Office of Information shall be responsible for final clearance of purchases under commercial contract of art work or graphics.

Centralizing Photographic Work. Photography of so-called news or general illustration types shall be done by the Office of Information on a reimbursable basis. A central file of all news and general illustration photographs, and accompanying negatives, shall be maintained in the Office of Information. Photographs made by agencies for other purposes shall be subject to review by the Office of Information, and if deemed of general value, shall be placed in the central file.

The photographic laboratory of the Office of Plant and Operations is transferred to the Office of Information.

Responsibility for policy clearance and control of publications, both printed and processed, is vested in the Office of Information.

Responsibility for detailed editing of manuscripts for publication, both printed or otherwise processed, is vested in the Department agencies.

(b) A Department committee is established to review all the publications of the Department (both printed or otherwise processed) now being issued or stocked, and to recommend action on retaining the number and size of publications. The committee, in its review, will give special attention to the problem of integrating Department publications with the needs and publications programs of the Land Grant Colleges, and with those of private industry in agriculture and related fields. The committee will study the feasibility and practicability of putting a larger proportion of the Department's publications on a sales basis, of combining existing publications when advisable, and of eliminating publications of limited or dubious value.

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Centralizing Art and Graphic Work. All art and graphic production work now being done throughout the Department hereafter shall be performed in the Office of Information on a reimbursable basis, except the cartographic work now being performed in the Forest Service and the Soil Conservation Service. The Office of Information shall be responsible for final clearance of purchases under commercial contract of art work or graphics.

Centralizing Photographic Work. Photography of so-called news or general illustration types shall be done by the Office of Information on a reimbursable basis. A central file of all news and general illustration photographs, and accompanying negatives, shall be maintained in the Office of Information. Photographs made by agencies for other purposes shall be subject to review by the Office of Information, and if deemed of general value, shall be placed in the central file.

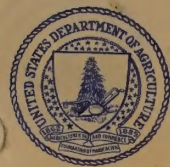
The photographic laboratory of the Office of Plant and Operations is transferred to the Office of Information.

Shift of Non-Information Activities. Promotions such as answering general agency correspondence, arranging for printing and distribution of administrative materials and forms, and other functions not directly connected with public reporting shall be removed from agency information offices and placed elsewhere in the agencies, unless such change would cause measurable inefficiencies or otherwise work to the detriment of agency operations.

Exceptions to the centralization of visual work, or the shift of non-information activities shall be made only on recommendation of the Director of Information and the approval of the appropriate Assistant Secretary or other group head.

Agency Review. The Director of Information shall establish standards for the performance of information activities in the agencies, review such activities to determine their conformity with these standards, and recommend to the appropriate Assistant Secretary or other group head any changes which such review indicates are desirable.


Secretary



DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

March 26 1954

MEMORANDUM NO. 1349

Department Publications Review Committee

The following are designated members of the Department Publications Review Committee, established by Secretary's Memorandum No. 1348:

J. Earl Coke, Assistant Secretary (Chairman)
Clarence M. Ferguson, Extension Service
R. E. McArdle, Forest Service
Robert D. McMillen, Office of the Secretary
Ralph S. Roberts, Administrative Assistant Secretary
Byron T. Shaw, Agricultural Research Service
R. L. Webster, Office of Information
Oris V. Wells, Agricultural Marketing Service

This Committee is established to conduct a thorough review of all the publications of the Department (both printed or otherwise processed) now being issued or stocked, and to recommend areas for reducing the number and size of publications. The Committee, in its review, shall give especial attention to the problem of integrating Department publications with the needs and publications programs of the Land Grant Colleges, and with those of private industry in agriculture and related fields. The Committee will study the desirability and practicability of putting a larger proportion of the Department's publications on a sales basis, of combining existing publications when advisable, and of eliminating publications of limited or dubious value.

This is an area in which committees of Congress, the Bureau of the Budget, and cooperating agricultural agencies are interested, and I shall expect the Committee's review to achieve results fully consonant with the Department objectives for more economy and greater public service.

The Department Committee is authorized to call upon such personnel of the Department to serve on subcommittees as it deems necessary for the expeditious completion of the publications review.

Although the review contemplated by this memorandum constitutes a formidable task, it should be completed within the next several months. If deemed desirable, the Committee may make interim reports.

Secretary's Memorandum No. 1348 also called for establishment by each agency of a Publications Committee to plan and review the agency's publication program. In view of the great importance of the work to be undertaken by the agency committees, I ask that the agency head, or an assistant agency head, serve as chairman of this committee, which should include top program, information, and administrative representatives. The Director of Information is directed to supply to agencies general outlines of the nature and scope of the work to be done by agency committees.

E. L. Brown
Secretary

COMMITTEES 2

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

MEMORANDUM NO. 1240

Department Publications Review Committee

The following are designated members of the Department Publications Review Committee, established by Secretary's Memorandum No. 1240:

J. Earl Coke, Assistant Secretary (Chairman)
Clarence W. Ferguson, Extension Service
R. E. McNeill, Forest Service
Robert H. McMillan, Office of the Secretary
Ralph E. Roberts, Administrative Assistant Secretary
Walter T. Shaw, Agricultural Research Service
R. L. Webster, Office of Information
Otis W. Wolfe, Agricultural Marketing Service

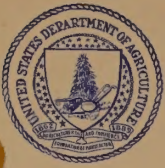
This Committee is established to conduct a thorough review of all the publications of the Department (both printed or otherwise processed) now being issued or stockpiled, and to recommend action for reducing the number and also of publications. The Committee, in its review, shall give especial attention to the problem of integrating Department publications with the needs and publications programs of the Land Grant Colleges, and with those of private industry in agriculture and related fields. The Committee will study the feasibility and practicability of putting a larger proportion of the Department's publications on a sales basis, of combining existing publications when advisable, and of eliminating publications of limited or dubious value.

This is an area in which committees of Congress, the Bureau of the Budget, and cooperating agricultural agencies are interested, and I shall expect the Committee's review to achieve results fully consonant with the Department's objectives for more economy and greater public service.

The Department Committee is authorized to call upon such personnel of the Department to serve as subcommittees as it deems necessary for the expeditious completion of the publications review.

Although the review contemplated by this memorandum constitutes a formidable task, it should be completed within the next several months. If deemed desirable, the Committee may make interim reports.

Secretary's Memorandum No. 1240, also called for establishment by each agency of a Publications Committee to plan and review the agency's publication program. In view of the great importance of the work to be undertaken by the agency committees, I ask that the agency head, or an assistant agency head, serve as chairman of his committee, which should include top program, information, and administrative representatives. The Director of Information is directed to supply to agencies general outlines of the nature and scope of the work to be done by agency committees.



DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

March 30 1954

MEMORANDUM NO. 1350

Activities under the Federal Civil Defense Act of 1950,
As Amended

Theodore S. Gold, Assistant to the Under Secretary, is assigned general responsibility for liaison with the Federal Civil Defense Administration, and for coordination of all FCDA activities carried out by the Department.

Subject to the preceding paragraph, the responsibilities of the Department with respect to the emergency food supplies program under the Federal Civil Defense Act of 1950, as amended, are assigned to the Agricultural Marketing Service. In carrying out this assignment, the Agricultural Marketing Service should work in close cooperation with the Commodity Stabilization Service in order to insure that the program is properly coordinated with defense mobilization functions assigned by Memorandum No. 1346 of March 3, 1954.

The Departmental staff offices, under the direction of the Administrative Assistant Secretary, will be responsible for such matters relating to civil defense as fall within their regularly assigned functions. With respect to local activities of the Air Raid Protection Organization and other matters relating to the protection of Department employees and facilities in the Washington metropolitan area, the staff offices are assigned the following specific responsibilities:

The Office of Personnel will be responsible for first aid training and other training activities needed for the protection of personnel.

The Office of Plant and Operations will be responsible for the designation of shelter areas for employees and for building protection. It will also set up an organization and a procedure for the evacuation of employees to shelter areas.

The Office of Budget and Finance will coordinate equipment needs of the Department with the local civil defense organization.

Each staff office will issue necessary instructions in connection with its assigned responsibility.

NATIONAL DEFENSE /

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

March 1950

MEMORANDUM NO. 1350

Activities under the Federal Civil Defense Act of 1950
As Amended

Theodore C. Gold, Assistant to the Under Secretary, is assigned general responsibility for liaison with the Federal Civil Defense Administration, and for coordination of all FEMA activities carried out by the Department.

Subject to the preceding paragraph, the responsibilities of the Department with respect to the emergency food supplies program under the Federal Civil Defense Act of 1950, as amended, are assigned to the Agricultural Marketing Service. In carrying out this assignment, the Agricultural Marketing Service should work in close cooperation with the Commodity Stabilization Service in order to insure that the program is properly coordinated with defense mobilization functions assigned by Memorandum No. 1346 of March 3, 1950.

The Departmental staff offices, under the direction of the Assistant Under Secretary, will be responsible for such matters relating to civil defense as fall within their regularly assigned functions. With respect to local activities of the Agricultural Marketing Service and other matters relating to the protection of Department programs and facilities in the Washington metropolitan area, the staff offices are assigned the following specific responsibilities:

The Office of Personnel will be responsible for first aid training and other training activities needed for the protection of personnel.

The Office of Plans and Operations will be responsible for the designation of shelter areas for employees and for building inspection. It will also set up an organization and a procedure for the examination of employees at shelter areas.

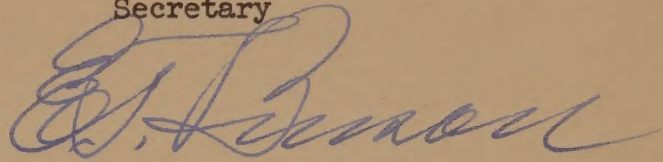
The Office of Budget and Finance will coordinate expenditures made by the Department with the local civil defense organizations.

Each staff office will issue necessary instructions in connection with its assigned responsibility.

Field offices of the Department should continue to cooperate with local civil defense organizations on measures for the protection of Department personnel, buildings, and property.

Memoranda No. 1277, No. 1281, No. 1281 Supplement 1, No. 1281 Supplement 2, and No. 1309 are cancelled.

Secretary

A handwritten signature in blue ink, appearing to read "E. J. Bremer", is written over the typed word "Secretary". The signature is fluid and cursive, with a long horizontal stroke at the end.

Field offices of the Department should continue to cooperate with local civil defense organizations on measures for the protection of Department personnel, buildings, and property.

Memoranda No. 1277, No. 1281, No. 1281 Supplement 1, No. 1281 Supplement 2, and No. 1309 are cancelled.

Secretary

A large, stylized handwritten signature in blue ink, likely belonging to the Secretary mentioned in the text above.



DEPARTMENT OF AGRICULTURE

WASHINGTON 25, D. C.

March 31 1954

MEMORANDUM NO. 1351

Special Livestock Loan Committees

Pursuant to the authority vested in the Secretary of Agriculture by section 2 (c) of the act of April 6, 1949 (63 Stat. 43), as amended by Public Law 115, 83d Congress and pending the establishment of permanent Special Livestock Loan Committees, pursuant to said section 2 (c), it is hereby ordered:

1. State Farmers Home Administration Directors, Chairmen of State Agricultural Stabilization and Conservation Committees and Directors of Agricultural Extension, or such other persons in their stead as may be designated by the Secretary of Agriculture, are hereby appointed as Special Livestock Loan Committees to perform all committee functions authorized under the foregoing statute with respect to any applications originating anywhere in their respective States which may be presented to them.
2. County Farmers Home Administration Committees appointed pursuant to section 42 of the Bankhead-Jones Farm Tenant Act, as amended, for counties in areas heretofore or hereafter designated as major disaster areas pursuant to the act of September 30, 1950 (64 Stat. 1109), are hereby appointed temporarily as Special Livestock Loan Committees in their respective counties to perform all committee functions authorized under the said act of April 6, 1949, as amended, with respect to any applications originating in their respective counties which may be referred to them.
3. Before Special Livestock Loan Committees appointed hereunder shall exercise any function, State Farmers Home Administration Directors will certify to the Secretary of Agriculture that the committee members have a recognized knowledge of the livestock industry.
4. All committee functions heretofore exercised by County Farmers Home Administration Committees appointed as Special Livestock Loan Committees by the Secretary of Agriculture are hereby ratified and confirmed.

The effective date of this order is July 30, 1953, and reference herein to the Chairmen of the State Agricultural Stabilization and Conservation Committees shall include Chairmen of the State Production and Marketing Administration Committees.

A handwritten signature in blue ink, likely of the Secretary of Agriculture, is written over the word "Secretary".

Secretary

COMMITTEES 2

DEPARTMENT OF AGRICULTURE

WASHINGTON 25, D. C.

March 1954

MEMORANDUM NO. 1327

Special Livestock Loan Committees

Pursuant to the authority vested in the Secretary of Agriculture by section 2 (c) of the act of April 6, 1949 (63 Stat. 43), as amended by Public Law 115, 82d Congress and pending the establishment of permanent Special Livestock Loan Committees, pursuant to said section 2 (c), it is hereby ordered:

1. State Farmers Home Administration Directors, Chairmen of State Agricultural Stabilization and Conservation Committees and Directors of Agricultural Extension, or such other persons in their stead as may be designated by the Secretary of Agriculture, are hereby appointed as Special Livestock Loan Committees to perform all committee functions authorized under the foregoing statute with respect to any applications originating anywhere in their respective States which may be presented to them.

2. County Farmers Home Administration Committees appointed pursuant to section 42 of the Bankhead-Jones Farm Tenant Act, as amended, for counties in areas heretofore or hereafter designated as major disaster areas pursuant to the act of September 30, 1950 (64 Stat. 1109), are hereby appointed temporarily as Special Livestock Loan Committees in their respective counties to perform all committee functions authorized under the said act of April 6, 1949, as amended, with respect to any applications originating in their respective counties which may be referred to them.

3. Before Special Livestock Loan Committees appointed hereunder shall exercise any function, State Farmers Home Administration Directors will certify to the Secretary of Agriculture that the committee members have a recognized knowledge of the livestock industry.

4. All committee functions heretofore exercised by County Farmers Home Administration Committees appointed as Special Livestock Loan Committees by the Secretary of Agriculture are hereby ratified and confirmed.

The effective date of this order is July 30, 1953, and reference herein to the Chairmen of the State Agricultural Stabilization and Conservation Committees shall include Chairmen of the State Production and Marketing Administration Committees.

Secretary

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

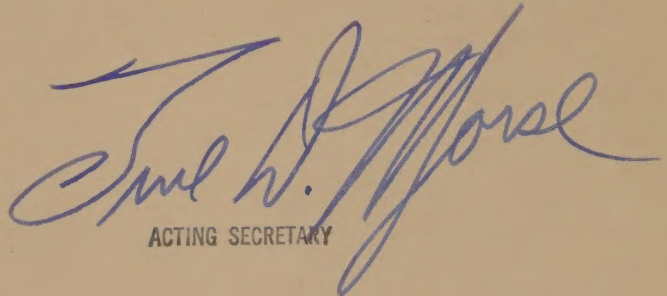
December 13 1955

MEMORANDUM NO. 1351, SUPPLEMENT 1.
Special Livestock Loan Committees

Pursuant to the authority vested in the Secretary of Agriculture by section 2 (c) of the act of April 6, 1949 (63 Stat. 43), as amended by Public Law 115, 83d Congress, and pending the establishment of permanent Special Livestock Loan Committees pursuant to said section 2 (c), it is hereby ordered:

1. Paragraph 1 of Memorandum No. 1351, dated March 31, 1954, is amended effective January 1, 1956, by deletion of reference to "Directors of Agricultural Extension," and substituting therefor of "Chairmen of the Farmers Home Administration State Advisory Committees."

2. Designations of persons to act in the stead of those holding the positions named in paragraph 1 of said Memorandum No. 1351 are terminated effective at the close of business on December 31, 1955.


ACTING SECRETARY

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON



Special Assistant to the Secretary

1. The following is a list of the names of the persons who have been appointed as Special Assistants to the Secretary of the Department of Agriculture, Office of the Secretary, Washington, D. C., since the establishment of the position in 1913.

2. The following is a list of the names of the persons who have been appointed as Special Assistants to the Secretary of the Department of Agriculture, Office of the Secretary, Washington, D. C., since the establishment of the position in 1913.

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UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington 25, D. C.

July 9 1962

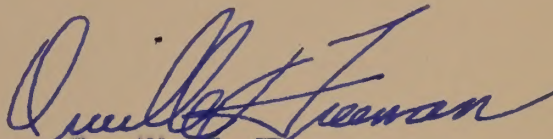
MEMORANDUM NO. 1351 SUPPLEMENT 2

Abolishment of Special Livestock Loan Committees

Section 2 (c) of the Act of April 6, 1949, providing for the establishment and use of Special Livestock Loan Committees has expired by operation of law. (Section 341 (a) of Pub. Law 87-128, 75 Stat. 318).

The Special Livestock Loan Committees are therefore terminated.

Memorandums No. 1351 and 1351 Supplement 1 are hereby revoked.


Orville L. Freeman
SECRETARY

COMMITTEES

(Special Livestock Loan)

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington 25, D. C.

May 1932

MEMORANDUM NO. 1331

Establishment of Special Livestock Loan Commissions

Section 2 (c) of the Act of April 2, 1919, providing for the establishment and use of Special Livestock Loan Commissions has expired by operation of law. (Section 2 (c) of Pub. Law 37-136, 75 Stat. 312.)

The Special Livestock Loan Commissions are therefore terminated. Memorandum No. 1331 and 1332 Supplement 1 are hereby revoked.





DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

April 13 1954

MEMORANDUM NO. 1352

National Farm Safety Week

July 25 - 31, 1954

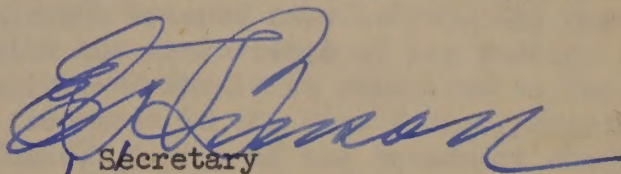
President Eisenhower has proclaimed the week beginning July 25, 1954, as National Farm Safety Week. His proclamation, which appears on the reverse side of this memorandum, calls attention to the vital importance of the farm safety campaign.

The National Safety Council and the Department of Agriculture are again sponsoring National Farm Safety Week in cooperation with the States and counties, farm organizations, farm press and radio, and many other groups interested in agriculture. The concerted action of all of these groups during the past eleven years has done much to effect a substantial reduction in farm injuries. There are still far too many accidents, however--accidents which we know can be prevented by developing awareness of hazards and habits of carefulness.

Last year I suggested that we try to cut the farm accident rate in half by 1963. If we are going to reach this goal--and I firmly believe we can--we will need to redouble our efforts.

I ask the agencies of the Department to help in every way they can in this campaign. Each agency having field offices should request its field personnel to get in touch with and assist the farm safety committees or working groups which carry on the Farm Safety Week program in the States and counties. In addition, there will be many opportunities, in connection with mailings to farmers, local meetings, individual contacts, and so on, for us to bring the campaign directly to the attention of farm people.

Assistant Secretary Coke, with the assistance of the Federal Extension Service, the Office of Information, and the Department Safety Council will give general leadership to the Department's participation in the campaign. I should like to ask each agency head to give careful thought to this matter and to advise Mr. Coke by memorandum as to ways in which his agency can contribute to the campaign. These memoranda should be forwarded by May 1, through the official to whom the agency reports.


Secretary

PROCLAMATIONS

April 12, 1934

MEMORANDUM NO. 1452

National Farm Safety Week

July 22 - 31, 1934

President Eisenhower has proclaimed the week beginning July 22, 1934, as National Farm Safety Week. His proclamation, which appears in the various titles of this memorandum, calls attention to the vital importance of the farm safety campaign.

The National Safety Council and the Department of Agriculture are again sponsoring National Farm Safety Week in cooperation with the States and counties, farm organizations, farm press and radio, and many other groups interested in agriculture. The concerted action of all of these groups during the past eleven years has done much to effect a substantial reduction in farm injuries. There are still far too many accidents, however--accidents which we know can be prevented by developing awareness of hazards and habits of carelessness.

Last year I suggested that we try to cut the farm accident rate in half by 1935. If we are going to reach this goal--and I firmly believe we can--we will need to redouble our efforts.

I ask the agencies of the Department to help in every way they can in this campaign. Each agency having field offices should request its field personnel to get in touch with and assist the farm safety committees or working groups which carry on the Farm Safety Week program in the States and counties. In addition, there will be many opportunities, in connection with meetings to farmers, local meetings, individual contacts, and so on, for us to bring the campaign directly to the attention of farm people.

Assistant Secretary Coker, with the assistance of the Federal Extension Service, the Office of Information, and the Department Safety Council, will give general leadership to the Department's participation in the campaign. I should like to ask each agency head to give careful thought to this matter and to advise Mr. Coker by memorandum as to ways in which his agency can contribute to the campaign. These memoranda should be forwarded by May 1, through the official to whom the agency reports.

Secretary

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington 25, D. C.

April 13 1954

No. 1353

MEMORANDUM TO HEADS OF DEPARTMENT AGENCIES

Cooperation in Foreign Economic and Technical Assistance Programs

USDA-FOA Agreement

The participation of the Department of Agriculture in the foreign economic and technical assistance programs carried out under the direction of the Foreign Operations Administration will be based on the Memorandum of Agreement between the Department and the FOA dated February 18, 1954. A copy of this Agreement is attached.

As defined in the Agreement the responsibilities of the Department will be in the following areas:

Technical Consultation and Support

1. Technical consultation and support for the FOA overseas program will consist of technical advice and consultation in connection with FOA programs or projects upon request of the Food and Agriculture Office of the FOA. Requests for assistance from overseas technicians will be channeled through the Food and Agriculture Office of FOA to the Department agency concerned. This technical advice and consultation will be provided directly to FOA by the Department agency having competence in the particular area.

As a means of providing information to support the use of funds made available to the Department for technical support through advice and consultation, records should be kept in each agency of the time spent by members of their staff on these programs. It should be noted that the Agreement provides for adjustments in financing when review of actual workload or review of future workload so indicate.

Special Projects

2. In connection with projects which are definable and, limited as to scope and time, and involve more than personal services on loan, Department agencies may carry out special projects for the FOA either in the United States or abroad. These projects will be conducted by the Department agency under a contractual arrangement entered into between the Department agency responsible and the FOA with the concurrence of the Foreign Agricultural Service. The project agreement should be submitted to the Office of Budget and Finance for prior clearance in the same manner prescribed in 6 AR 326 for other advances of funds. A copy of the agreement should also be furnished to the Office of Budget and Finance. Department agencies will have full responsibility for programing, staffing and conducting the project in accordance with the terms of the contract.

COOPERATION /

April 1954

40 1252

~~CONFIDENTIAL~~

Cooperation in Foreign Economic and Technical Assistance Programs

1. PURPOSE AND SCOPE

The Department of Agriculture is the lead agency in the foreign economic and technical assistance programs carried out under the direction of the Foreign Operations Administration. The Department's participation in these programs will be based on the following principles: A. The Department's participation in these programs is limited to the areas of agriculture, forestry, and animal husbandry. B. The Department's participation in these programs is limited to the areas of technical assistance and economic development. C. The Department's participation in these programs is limited to the areas of technical assistance and economic development.

As defined in the Agreement, the responsibilities of the Department will be in the following areas:

Technical Assistance and Support

1. Technical assistance and support for the USA overseas program will consist of technical advice and consultation in connection with the preparation of projects and the execution of the projects. The Department's participation in these programs is limited to the areas of technical assistance and economic development. The Department's participation in these programs is limited to the areas of technical assistance and economic development. The Department's participation in these programs is limited to the areas of technical assistance and economic development.
2. The Department's participation in these programs is limited to the areas of technical assistance and economic development. The Department's participation in these programs is limited to the areas of technical assistance and economic development. The Department's participation in these programs is limited to the areas of technical assistance and economic development.

Special Projects

3. In connection with projects which are of special interest to the Department, the Secretary may request the Department to undertake special projects. The Department's participation in these programs is limited to the areas of technical assistance and economic development. The Department's participation in these programs is limited to the areas of technical assistance and economic development. The Department's participation in these programs is limited to the areas of technical assistance and economic development.

Reimbursable Details

3. When the FOA desires Department personnel for short periods of time and the agency can spare the persons for the period requested, employees may be detailed for duty with FOA on a reimbursable basis with the concurrence of the Foreign Agricultural Service. The FOA in such cases will provide a time and attendance certification on which payment will be based.

Training of Foreign Nationals

4. The program for training foreign nationals in the U. S. will be continued on approximately its present basis utilizing facilities of the Department agencies, the Land-Grant colleges, and non-Governmental organizations.

Responsibility of Department Agencies

Each of the Department's agencies will be responsible for activities in their respective area of service. They will respond to requests for advice and consultation from FOA, will carry out special projects, detail agreed upon personnel, and cooperatively develop and conduct the training program. Reports required by Section VI C. of the Agreement will be submitted to FAS.

Foreign Agricultural Service Responsibility

The FAS is delegated responsibility for:

1. Maintaining liaison with the FOA for the Department.
2. Coordinating the Department's activities and reports in connection with technical assistance programs. Reports required by Section VI C. will be submitted to FOA through the Office of Budget and Finance.
3. Aiding Department agencies in carrying out FOA activities in their area of responsibility by responding to requests for advice and assistance in developing plans and maintaining relationship with the FOA.
4. Maintaining over-all contact with the FOA and with each of the Department agencies concerned in order to be of maximum assistance in connection with the Department's meeting its responsibility in an orderly manner.
5. Consolidating the USDA budget for FOA activities and presentation to FOA through the Office of Budget and Finance.
6. Recommending to the Office of Budget and Finance distribution of funds to the agencies concerned. In the case of special projects, the Office of Budget and Finance will distribute funds on the basis of the project

Reimbursement Details

3. When the USA desires Government personnel for short periods of time and the agency can spare the person for the period requested, employees may be detailed for duty with USA as a reimbursable basis with the concurrence of the Foreign Agricultural Service. The USA in such cases will provide a time and attendance certification on which payment will be based.

Training of Foreign Nationals

4. The program for training foreign nationals in the U.S. will be continued on approximately the present basis utilizing facilities of the Government, the land grant colleges, and non-governmental organizations.

Responsibility of Government Agencies

Each of the Department's agencies will be responsible for activities in their respective areas of service. They will respond to requests for advice and consultation from USA, will carry out special projects, detail agreed upon personnel, and cooperatively develop and conduct the training program. Reports required by Section VI C. of the Agreement will be submitted to USA.

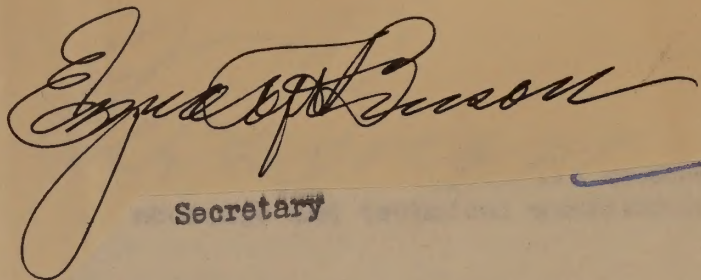
Foreign Agricultural Service Responsibility

The FAS is delegated responsibility for:

1. Maintaining liaison with the USA for the Department.
2. Coordinating the Department's activities and reports in connection with technical assistance programs. Reports required by Section VI C. will be submitted to USA through the Office of Budget and Finance.
3. Allowing Government agencies to carry out FSA activities in their areas of responsibility by responding to requests for advice and assistance in developing plans and maintaining relationship with the USA.
4. Maintaining over-all contact with the USA and with each of the Department agencies concerned in order to be of maximum assistance in connection with the Department's meeting its responsibility in an orderly manner.
5. Consolidating the USA budget for FSA activities and presentation to USA through the Office of Budget and Finance.
6. Recommendation to the Office of Budget and Finance distribution of funds to the agencies concerned. In the case of special projects, the Office of Budget and Finance will distribute funds on the basis of the project.

agreement and send a copy of the action to the Foreign Agricultural Service.

7. Executing for the Department appropriate appendices to the Memorandum of Agreement.


Secretary

Attachments

The Foreign Operations Administration shall make full use of the advice and assistance available in the Department. It should coordinate its operations with the operations in other agencies. At the same time, it shall maintain full control and direction over all foreign economic and technical assistance programs rather than turn them over to other agencies.

This agreement defines the application of the President's policy on the relationship between the Department of Agriculture and the Foreign Operations Administration. It is the Departmental and the Foreign Operations Administration's policy to refer to as FIA. Reference to the Department shall mean the Department Bureau and agencies of the Department.

II. TECHNICAL ASSISTANCE AND SUPPORT

4. The Department has program responsibilities of such nature as to require that it secure extensive information from abroad and that it encourage the exporting of U. S. agricultural products to other countries. It is recognized that the Department has extensive influence conditions and trade values. Accordingly, the Department agrees to the Department's representative of the Department to coordinate FIA reports, program plans, and other matters. The Department agrees to consult with the Department, and to refer to FIA activities which relate to the Department's interest of interest of the Department.

5. It is recognized that the Department has technical, technical, and administrative responsibilities in fields in which the Department has extensive program responsibilities under its program. FIA agrees with the Department to assist in many of these fields. FIA agrees, and the Department agrees, to establish procedures which shall be referred to the Department for technical advice and support in connection with FIA programs or projects. The Department's assistance and the financing therefor is distributed and shall be referred to the Special Project provided for in FIA and the Department's Foreign Nationals provided for in FIA.

Service. agreement and send a copy of the action to the Foreign Agricultural

of agreement. 7. Enclosing for the Department appropriate appendices to the Memorandum


Secretary

Attachments

MEMORANDUM OF AGREEMENT
BETWEEN
DEPARTMENT OF AGRICULTURE
AND
FOREIGN OPERATIONS ADMINISTRATION

I. GENERAL

The President, by letter of June 1, 1953, to the heads of departments and agencies, established the policy to govern cooperative relationships in the conduct of foreign economic and technical assistance programs as follows:

"The Director of the Foreign Operations Administration should take full advantage of the advice and assistance available in other agencies. He should coordinate his operations with related operations in other agencies. At the same time, I expect the Director of the Foreign Operations Administration to maintain full control and direction over all foreign economic and technical assistance programs rather than turn this responsibility over to other agencies."

This agreement defines the application of the President's policy to the relationships between the Department of Agriculture (hereinafter referred to as the Department) and the Foreign Operations Administration (hereinafter referred to as FOA). Reference to the Department includes the constituent Bureaus and agencies of the Department.

II. TECHNICAL CONSULTATION AND SUPPORT

- A. The Department has program responsibilities of such nature as to require that it secure extensive information from abroad and carry on activities to encourage the marketing of U. S. agricultural products in other countries. It is recognized that FOA programs and projects influence conditions and trends abroad. Accordingly, FOA agrees to assure to the Department distribution of or access to pertinent reproduced FOA reports, program plans, and communications. FOA further agrees to consult with the Department, upon request, on FOA activities which relate to the responsibilities or fields of interest of the Department.
- B. It is recognized that the Department has technical facilities and professional competencies in fields in which the Department has operation responsibilities under its programs. FOA programs will include projects abroad in many of these fields. FOA desires, and the Department hereby agrees, to establish procedures which permit FOA to call upon the Department for technical advice and consultation in connection with FOA programs or projects. This category of assistance and the financing therefor is distinct from that involved in the Special Project provided for in III below and in Training of Foreign Nationals provided for in V below.

III. SPECIAL PROJECTS

A. General

Certain aspects of the FOA program may be best conducted on a contractual basis, with FOA requesting another public or private institution to provide a specific service or to conduct a specific technical assistance project.

In the event FOA requests, and the Department agrees, that the Department provide a service or conduct a specific project, an agreement will be developed which will describe the services to be performed, the responsibilities of FOA and of the Department, the procedures for performance and the payments under the agreement. No obligations are to be incurred by the Department until such agreement has been approved by FOA and the Department and provision made for necessary transfer of funds.

In carrying out responsibilities assumed under such agreements, the Department will utilize personnel on or to be placed on its own rolls, will exercise professional and technical judgment and control and will provide professional and technical support for these operations.

B. Criteria

Following are the criteria for distinguishing projects which may be conducted by the Department under a contractual arrangement with FOA: (1) the project must be definable and limited as to scope and time, to permit an estimate to be made of the direct and indirect cost of the project, and (2) it must involve more than personal services on loan, i.e., FOA must be requesting the Department rather than its employees to assume responsibility.

1. For example, FOA may request the Department to assume operating responsibility for projects abroad such as the conduct of water spreading activities, reforestation, operation of insect control activities, etc.
2. The FOA may also request the Department to perform services in the United States under Special Projects.

C. Responsibilities and Procedures

1. In the United States - The agreement will define the Service to be performed, the manner of implementation, the estimated cost and manner of payment, and specify the progress and financial reports required. The Department will assume full operating responsibility, providing FOA with a finished product (report, survey, or continuing service and technical support as required), and reporting to FOA as agreed upon.

2. Overseas

- (a) Relationships of Department personnel to the USOM.
Although the Department will be responsible for the implementation of the project, Department personnel will have the responsibilities and benefits set forth in Appendix I. attached.

Department project personnel are responsible to the Director of the USOM with regard to all contacts with the participating country government. In general, however, Department specialists will be in continual direct contact with their counterparts in the local government.

- (b) Communications - Official communications between the Department and its personnel in the field may be transmitted through regular FOA channels using airgram or cable forms. Copies of appropriate communications will be made available to the USOM for information.
- (c) Progress Evaluation and Contract Adherence - The Department has responsibility for operations within the terms of the contract, including the furnishing of regular reports and special reports as may be mutually agreed, to the USOM on the progress of the project. The USOM is responsible for continuing evaluation, through observation and through report from the Department's personnel, to insure that the terms of the agreement are being met.

If the Director of the USOM should determine that the terms of the agreement are either not being met or are being exceeded, he has responsibility for securing performance in accordance with the terms of the agreement and working out any differences. If this cannot be accomplished by discussion between the Director of the USOM and the Chief of the Department field party, the Director of the USOM may order that further operations be suspended until outstanding issues are resolved between FOA/W and the Department.

- (d) In case of regional projects involving more than one country, the project agreement will indicate the USOM Director or other official in Washington or elsewhere who will be responsible for overall activities relating to progress evaluation and contract adherence.

IV. PERSONNEL

- A. Because of the Department's regular operations and its relationships with other groups, the Department has special knowledge of qualified persons in agricultural fields. FOA activities abroad

require services of specialized and technical personnel for activities for which FOA will retain responsibility. These activities are of a general advisory or individual technical nature and are differentiated from activities of a special project as defined in III, above. It is agreed that the Department will, on request of FOA, respond to queries as to (a) candidates or sources of recruitment, and (b) comment on the professional qualifications of persons FOA is considering for appointment.

- B. Upon the effective date of this agreement, the Department will advise FOA of the status of all authorizations currently on hand in the Department for action. FOA will promptly consult with the Department to arrange for orderly transfer of responsibility to FOA for completion of actions in process. The Department will cooperate in expediting the orderly transfer of records and responsibility so that maximum recruitment may be attained.
- C. Persons employed by FOA will normally be appointed by FOA on its own rolls, as a matter of administrative efficiency. For short periods of service, reimbursable details of Department employees may be made.
- D. All personnel of the Department who, on the effective date of this agreement, are serving in overseas positions financed by FOA, will be transferred to FOA on a date to be agreed by the Department and FOA but in no event later than April 25, 1954, except as provided below. If persons who were employees of the Department immediately prior to overseas assignment and have been granted reemployment rights decline to accept transfer to FOA, the Department and FOA may agree to their retention on the Department's rolls on formal detail for duty to FOA. In the case of persons serving as head of policy or program development divisions (or in higher positions), FOA intends to agree to such details only in exceptional cases and for as short a period as possible, and in no case for longer than the current tour of overseas duty of the persons involved. Employment commitments such as regarding length of tour of duty, made by the Department, will be recorded at time of transfer and will be recognized and carried out by FOA.

Certain of the Department's personnel abroad are serving in activities which meet the criteria for special projects (III above), although specific project agreements covering their activities have not been formalized. Early mutual effort will be made to conclude specific project agreements in such cases, and upon approval of such project agreements the personnel involved therein are excluded from the transfer or detail provisions of this paragraph.

- E. When the Department and FOA agree to a detail for duty with FOA, this agreement will be recorded in writing and will be noted on the personnel action form by the Department. Persons detailed for duty with FOA will be under the supervision and direction of FOA. Technical backstopping which may be required will be provided, when requested by FOA, under the procedures outlined in "II. Technical Consultation and Support," above.
- F. Administrative arrangements with regard to Department personnel serving on special projects or on detail to FOA overseas are defined in APPENDIX I, attached.
- G. Upon the effective date of this agreement, FOA will transfer to the Department such funds as may be required for the liquidation of obligations incurred pursuant to authorizations previously issued by FOA. Where funds have been transferred in amounts exceeding requirements through the effective date of the agreement, the unobligated balances of such transfers will be returned to FOA as soon as actual balances can be determined.

V. TRAINING OF FOREIGN NATIONALS

Since the Department has certain arrangements with the State Land Grant Colleges and has specialized technical knowledge and talents in fields which some foreign nationals visiting the U. S. under FOA-sponsored programs should utilize to most effectively advance the technical assistance program, the Department will provide training services in accordance with the detailed procedures governing the training of foreign nationals contained in APPENDIX II, attached hereto.

VI. FINANCING

- A. The Department and FOA will, before the beginning of the fiscal year, jointly develop, and agree upon, annually a budget covering the services to be provided by the Department. This budget will be developed on the basis of the requirements and procedures outlined in this agreement and the attached appendices and of estimated workload developed by FOA. Adjustments in the rate of financing for forward portions of any year will be effected by agreement when review of actual workload or revised estimates of future workload so indicate.
- B. On the basis of such budgets FOA will advance to the Department funds to cover the continuing expenses of the Department for the year, subject to apportionments established by the Bureau of the Budget. Direct costs of providing services such as allowances paid to trainees, travel, tuition, book purchases, laboratory expenses, etc. will be covered by advance allocations of funds and authorization for the expenditure of such funds.

- C. The Department will keep appropriate records and will report all expenditures made under this agreement, and under project agreements made consonant with this agreement, by submission monthly of Form FOA-63 to the Fiscal Branch, Office of the Controller, FOA, Washington 25, D. C.
- D. It is agreed that after personnel have been transferred to FOA as provided for in Section IV D of this agreement, either the fiscal records in support of those activities will be transferred at the same time the personnel are transferred or provision will be made for the orderly liquidation of the accounts by FAS. It is also understood and agreed that certain records such as payroll cards, may have to be retained by FAS until the General Accounting Office has completed its audit.
- E. Final settlement of all funds allocated under this agreement will be subject to audit by FOA of actual expenditures incurred. All funds unobligated are subject to return to FOA upon its request.

APPROVED:

/s/ TRUE D. MORSE
Acting Secretary of Agriculture

/s/ WILLIAM M. RAND
Acting Director of Foreign Operations

February 18, 1954
Date

February 13, 1954
Date

APPENDIX I
TO
MEMORANDUM OF AGREEMENT
BETWEEN
DEPARTMENT OF AGRICULTURE
AND
FOREIGN OPERATIONS ADMINISTRATION

Subject: Administrative Arrangements Governing Personnel of the Department
Serving Overseas on FOA Special Projects or on Detail to FOA.

1. Security clearance acceptable to the Department and FOA will be required.
2. The Department will determine technical qualifications of personnel.
3. FOA will approve the general qualifications of persons selected for detail to FOA including suitability for overseas duty.
4. In accordance with the authority contained in Section 547 of the Mutual Security Act of 1951, as amended, the provisions of Section 413(c) of the Act for International Development are hereby made applicable to personnel of the Department serving overseas under FOA project agreements, and may be made applicable in individual instances of details to FOA. Accordingly pay, allowances, differentials, travel, leave and other benefits and arrangements under the Foreign Service Act and regulations are applicable, except as modified or limited by FOA administrative regulations.
5. The Department will authorize and pay to project and detailed personnel their basic salaries, foreign post differentials, and separation and transfer allowances, when applicable.
6. FOA, through the USOM will pay directly to Department project and detailed personnel such other allowances and costs as may be payable in local currency (e.g., allowances for local travel, post allowance, quarters allowance, etc.)
7. Normally, FOA will authorize, arrange for, and reimburse personnel for costs involved in travel to and from the United States. Individual project agreements and occasional detail agreements (particularly for short-term assignments) may, as exceptions to this general rule, authorize the Department to arrange for travel.
8. FOA, through the USOM, will provide Department project and detailed personnel with appropriate supporting services including ordinary supplies and equipment, and administrative support comparable to services accorded technical assistance personnel on FOA rolls.
9. FOA general orientation and technical briefing for overseas duty will be given to project and detailed personnel unless mutually agreed otherwise in specific instances.

APPENDIX II
TO
MEMORANDUM OF AGREEMENT
BETWEEN
DEPARTMENT OF AGRICULTURE
AND
FOREIGN OPERATIONS ADMINISTRATION
- - - -
TECHNICAL ASSISTANCE TRAINING

I. PURPOSE

The purpose of this Appendix is to outline the responsibilities of the Department and of FOA, respectively, in the planning and execution of technical cooperation projects referred to the Department by FOA, as provided in Sections V and VI of the Department - FOA Memorandum of Agreement dated February 18, 1954. The responsibilities of the Department will be carried out by the Foreign Agricultural Service (hereinafter called "FAS"), and such other agencies as the Department may determine. The responsibilities of FOA will be carried out primarily by the Office of Food and Agriculture (hereinafter called FOOD-FOA). The carrying out of responsibilities enumerated herein shall constitute an effective contribution to the execution of the overall programs of FOA in and for the participating countries involved.

II. RESPONSIBILITIES OF THE DEPARTMENT

1. In consultation with FOOD-FOA, develop training programs for foreign nationals who are brought to this country by FOA for training in the fields of agriculture, home economics and related subjects, and arrange for the technical competence needed in developing and carrying out these programs. FAS will coordinate the efforts of the services and agencies of the Department, the land-grant colleges, organizations, industries or groups concerned to develop training programs which will meet the needs and purposes for the training as indicated to the Department by FOA.

To develop these training programs, FAS will, in consultation with FOOD-FOA:

- (a) review the requests for training to indicate to FOA pertinent points about the proposed training or the need for further information;
- (b) prepare and send to FOOD-FOA, training awards as may be required;
- (c) determine which services or agencies of the Department, which land-grant colleges, other institutions, organizations, industries or groups can best assist in the development and implementation of desirable training programs;
- (d) prepare proposed programs based on the recommendations of services or agencies concerned;

- (e) furnish FOOD-FOA copies of these proposed programs for review by FOA and participating countries;
 - (f) contact the colleges, institutions, organizations, industries or groups concerned for their review of proposed programs and their possible assistance in carrying out such training programs;
 - (g) develop final programs with services and others concerned, including the land-grant colleges, taking into consideration recommendations of participating countries;
 - (h) furnish FOOD-FOA copies of the final programs for use by the office and for transmittal to participating countries;
 - (i) furnish copies of final programs to all organizations participating in the training program;
 - (j) provide FOA with copies of all reports prepared about the participant(s) by the Department which discuss the trainees' progress, program, problems, etc.; news releases will indicate FOA sponsorship and the objectives of the study program(s).
2. Direct the carrying out of the training programs, in consultation with FOOD-FOA. To do this, the Department will:
- (a) orient the foreign national in the technical phases of his program and make such revisions in the training program as are needed after this consultation;
 - (b) follow up and guide the carrying out of the training programs;
 - (c) arrange for the necessary servicing for carrying out the training programs. These include:
 - (1) obtaining the services of technical consultant to serve as a leader for training programs which require such leaders;
 - (2) explaining the book and training aid situation to the foreign participants in the training program and providing the appropriate allowance for such purpose;
 - (3) paying the foreign national, in advance, allowances for maintenance at rates designated by FOA, mailing the checks in time for the participants to receive them at the beginning of each pay period;
 - (4) arranging for the necessary domestic travel for the foreign nationals participating in the training programs;
 - (5) furnishing necessary information for sailing permits;
 - (6) distributing and forwarding mail to participants;

- (7) continuing the present program for obtaining books for participants;
- (8) handling insurance for all 1953 or earlier grants;
- (9) handling insurance for participants under 1954 grants arriving through June 30, 1954;
- (d) arrange for joint USDA-FOA evaluation of the training programs of foreign nationals and encourage land-grant colleges to evaluate training programs with which they have assisted;
- (e) inform FOA of illnesses or emergencies arising during the period of the participant's visit and assist in making necessary arrangements for medical care or treatment, pursuant to the provisions of the insurance; provided, however, that the Department shall not be responsible for the performance of any medical, legal, professional services of a private nature, or for the performance of any other services of a private nature.

III. RESPONSIBILITIES OF FOA

In addition to joint consultations for development and carrying out of training programs provided for above, FOA will:

1. Furnish the Department with the following pertinent information relating to each foreign national and the suggested training as early as possible, preferably four months ahead of scheduled arrival:
 - (a) major problems and needs in the participating country toward which training should be aimed;
 - (b) an evaluation of the education, training, experience and ability of the foreign national;
 - (c) particulars as to the present job, in his country, of the foreign national;
 - (d) position that he is expected to occupy upon his return to his country;
 - (e) kind of training recommended, such as enrollment in college, field experience, etc;
 - (f) as precise information as possible about his ability to understand and use English;
 - (g) pertinent comments about his health and physical condition;
 - (h) academic credits if he is to enroll in a college;

- (i) a statement from the USOM, preferably by a U. S. agricultural technician closely associated with him, about the above points.
2. Obtain security clearance for each participant.
3. Arrange arrival dates in line with dates shown in proposed program and inform the Department of these dates at least two weeks in advance of arrival.
4. Orient the individual in his home country on the technical assistance program, what will be expected of him upon his return home, living routine in the U.S., types of clothing to bring, etc.
5. Transmit proposed and final programs to the participating countries for review.
6. Evaluate general proficiency of each participant in the English language, and consult with the Department regarding need for intensified English language training.
7. Arrange for interpreters when needed.
8. Upon request of the Department obtain security clearance for technical consultant for training groups.
9. Orient foreign nationals upon arrival in the U. S. on non-technical matters connected with their programs as FOA deems to be necessary.
10. Make appropriate public announcements regarding the training programs, giving credit therein to the participation of the Department.
11. Arrange for and handle the foreign travel for participants:
 - (a) arriving after December 7, 1953;
 - (b) who arrived prior to December 7, 1953, scheduled to depart on or after April 1, 1954.
12. Inform the Department two weeks in advance of the exact date of departure of the participants.
13. Arrange for and handle initial reception matters, including hotel reservations.
14. Provide the Department with two copies of each report received from participants.
15. Arrange for and handle insurance for participants, including:
 - (a) 1954 participants who enter the U. S. after June 30, 1954;

(b) after June 30, 1954, all participants excluding those with 1953 or earlier grants.

16. Arrange for and handle the forwarding of publications and training aids for participating foreign nationals for all projects processed under a new FOA procedure to be developed, except material obtained through the USDA library.
17. Handle training programs fiscal matters involving land-grant and cooperating colleges, institutions and firms for all training programs arranged for after a date to be determined.
18. Transfer to the Department sufficient funds to handle each training program including the necessary amount for the salaries and/or travel expenses of technical consultants serving as leaders of groups and travel expenses for interpreters for the period of the program.
19. Transfer to the Department funds to meet the programing and servicing costs to the Department for developing and carrying out of the training programs and the handling of cooperative relationships with land-grant colleges, such as expenses for the national meeting of the college contact personnel.

This appendix shall continue in force until terminated by either party upon giving ninety days notice to the other party; provided, that technical assistance projects already under way shall be carried through to completion; provided further, that its continuation after June 30, 1956, shall be subject to Congressional action and to the extent funds are provided each fiscal year.

/s/ CLAYTON E. WHIPPLE

Acting Administrator
Foreign Agricultural Service
U.S. Department of Agriculture

/s/ E. N. HOLMGREEN

Director, Office of Food and Agriculture

April 14, 1954

Date

April 6, 1954

Date

APPENDIX III
TO
MEMORANDUM OF AGREEMENT
BETWEEN
DEPARTMENT OF AGRICULTURE
AND
FOREIGN OPERATIONS ADMINISTRATION

Subject: Technical Consultation and Support

1. The purpose of this Appendix is to outline services to be performed by the United States Department of Agriculture for the Foreign Operations Administration in consultation in connection with the agricultural program, for technical advice and assistance in connection with problems, and in response to requests for review of projects, as provided for in Articles II and IV-A of the Memorandum of Agreement between the Department of Agriculture and the Foreign Operations Administration signed on February 18 and February 15, 1954, respectively.
2. The USDA will provide technical support to FOA through the Office of Food and Agriculture in FOA/W particularly of the following types:
 - (a) Review and evaluation of proposed projects, programs or phases concerning which there is need for special technical advice,
 - (b) review and modification of purchase requisitions for equipment,
 - (c) answering specific questions sent in from the field and referred by FOA/W to USDA,
 - (d) discussing technical problems with FOA/W personnel or individuals referred to USDA by FOA/W,
 - (e) suggesting names of personnel or sources of recruitment for overseas positions in the technical agricultural fields,
 - (f) comment on technical competency of personnel under consideration for overseas positions.
3. It is recognized that technical consultation will not be feasible in certain instances because of program exigencies. In other instances consultation will not be required for projects conforming to previously established general criteria. In such instances FOA will inform USDA of the action taken. In addition, FOA will arrange for the USDA to receive copies of reports and communications relating to the Department's field of interest as well as those pertinent to the projects and questions concerning which technical support is requested of the USDA.

4. Requests to the USDA to conduct special projects such as the rubber project, locust control, laboratory work, mapping services, reports or major publications over and above normal backstopping services, will be made by or through the Office of Food and Agriculture in FOA/W. Any technical consultation or support necessary for such special projects will be included in the project.
5. In recognition of the need for USDA to have a basis for planning staff to take care of the anticipated workload and in recognition of the need to forecast the expected volume of work, FOA agrees to provide funds for staffing in the Department of Agriculture as indicated in the attached Table.
6. An Agency of the Department of Agriculture will not be expected to render technical consultation and support of the type outlined in section 2 of this Appendix in excess of that which can be rendered by the funds provided for in this section.

If the volume of requests from FOA/W for technical consultation and support from an agency of the Department of Agriculture is such that the cost of rendering it will exceed the funds provided in this section the agency will notify Foreign Operations, or likewise, if the cost of rendering it is materially below the funds provided, then Foreign Operations Administration will notify the Agency so that discussions may be held and the necessary adjustment made.

This appendix shall continue in force until terminated by either party upon giving ninety days notice to the other party; provided, that its continuation after June 30, 1956, shall be subject to congressional action and to the extent funds are provided each fiscal year.

/s/ CLAYTON E. WHIPPLE

Acting Administrator
Foreign Agricultural Service
U. S. Department of Agriculture

/s/ E. N. HOLMGREEN

Director
Office of Food and Agriculture

April 14, 1954

Date

April 5, 1954

Date

FISCAL YEAR 1954 STAFFING PATTERN
FOR APPENDIX III TO
MEMORANDUM OF AGREEMENT
BETWEEN
DEPARTMENT OF AGRICULTURE
AND
FOREIGN OPERATIONS ADMINISTRATION

	<u>Man Years</u>		<u>Annual</u>
	<u>Professional</u>	<u>Clerical</u>	<u>Rate</u>
Foreign Agricultural Services			
Director's Office - Coordination	1	1	\$13,500
Information "	1	2	17,000
Foreign Agriculture Analysis Division	5	3	60,500
			<u>\$91,000</u>
Agricultural Research Service			
Crop Research	1	$\frac{1}{2}$	11,750
Farm & Land Mgmt. Research	1	$\frac{1}{2}$	11,750
Livestock Research	1	$\frac{1}{2}$	11,750
Human Nutrition and Home			
Economic Research	1	$\frac{1}{2}$	11,750
Utilization Research	$\frac{1}{2}$	-	5,000
Forest Service	1	$\frac{1}{2}$	11,750
Soil Conservation Service	1	$\frac{1}{2}$	11,750
Federal Extension Service	2	1	23,500
Farmer Cooperative Service	$\frac{1}{2}$	-	5,000
Agricultural Mktg. Service			
Research and Statistical	1	$\frac{1}{2}$	11,750
Marketing Service	1	$\frac{1}{2}$	11,750
Farmers Home Administration	$\frac{1}{2}$	-	5,000
Information	$\frac{1}{2}$	-	<u>5,000</u>
TOTAL:	19	11	\$228,500

(NOTE: Calculations are based on \$10,000 for a professional and \$3,500 for clerical worker.)

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington 25, D. C.

April 20 1954

MEMORANDUM NO. 1354

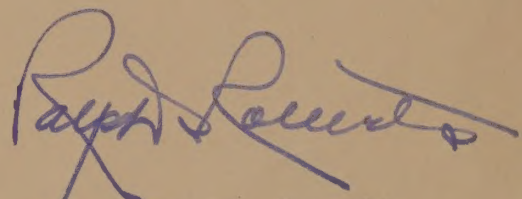
Defense Manpower Policy 4, Revised - Placement of Procurement
and Facilities in Areas of Current or Imminent Labor Surplus

The purpose of Manpower Policy No. 4 (Copy attached) is to direct attention to the potentialities of areas of substantial labor surplus for the placement of procurement contracts or the location of new plants or facilities.

To give effect to that program the General Services Administration prescribed a procedure for giving preference to a bidder who will perform the contract in a distressed employment area. (See Title 5, A.R. 288 e.) While these instructions apply primarily to administrative supply activities of the Department, they also apply to those activities included in the exemptions of the Federal Property and Administrative Services Act of 1949, Sec. 602 (d) when consistent with efficient program operations. Where bidders' lists are maintained they should be reviewed to ascertain that appropriate listings of qualified bidders from areas of substantial labor surplus are included.

In view of the basic objectives as set forth in Sec. IV B of Manpower Policy No. 4, all agencies of the Department concerned with procurement, storage, processing, disposal, facilities, location, etc., are requested in the carrying out of such programs to give full consideration to these objectives. Current lists of Areas of Substantial Labor Surplus as classified by the Department of Labor are maintained by the Office of Budget and Finance.

Attachment


Ralph S. Roberts
Administrative Assistant Secretary

EQUIP. & SUPPLIES /

UNITED STATES DEPARTMENT OF LABOR
Office of the Secretary
Washington 25, D. C.

April 1954

MEMORANDUM FOR THE SECRETARY

Advisory Committee on Labor-Management Cooperation
and Activities in Areas of Current Labor Disputes

The purpose of the report (No. 1) is to advise the Secretary of the Department of Labor regarding the activities of the Advisory Committee on Labor-Management Cooperation and its activities in areas of current labor disputes. The report is based on a review of the activities of the Committee and its activities in areas of current labor disputes. The report is divided into two parts. The first part is a general statement of the Committee's activities and its activities in areas of current labor disputes. The second part is a detailed statement of the Committee's activities and its activities in areas of current labor disputes. The report is intended to provide the Secretary with the information necessary to make a decision regarding the Committee's activities and its activities in areas of current labor disputes.

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Attachment

Advisory Committee on Labor-Management Cooperation

EXECUTIVE OFFICE OF THE PRESIDENT
OFFICE OF DEFENSE MOBILIZATION

DEFENSE MANPOWER POLICY NO. 4 (Revised)

SUBJECT: Placement of Procurement and Facilities in Areas
of Current or Imminent Labor Surplus

I. Introduction

The aim of the mobilization program is to develop and maintain the necessary military and economic strength to carry out the policy of the United States to discourage and, if need be, oppose acts of aggression and promote peace. Success of the mobilization program requires efficient use of all our resources, including manpower and facilities, which are preserved through practice of the skills of both management and workers.

A primary aim of Federal manpower policy is to encourage full utilization of existing production facilities and workers in preference to creating new plants or moving workers, thus assisting to maintain economic balance and employment stability. When large numbers of workers move to already tight areas, heavy burdens are placed on community facilities--schools, hospitals, housing, transportation, utilities, etc. On the other hand, when unemployment develops in certain areas, unemployment compensation costs increase and plants, tools and workers' skills remain idle and unable to contribute to our mobilization program.

Full utilization of the skills or facilities available in less concentrated industrial areas also assists in making our productive resources less vulnerable to the possibility of attack.

II. Purpose

It is the purpose of this Defense Manpower Policy No. 4 to direct attention to the potentialities of areas of substantial labor surplus, hereafter referred to as labor surplus areas, for the placement of procurement contracts or the location of new plants or facilities, and to assign responsibilities to specified departments and agencies of the Government to carry out the policy stated below.

III. Policy

It is the policy of the Federal Government to encourage the placing of contracts and facilities in areas of current or imminent labor surplus, and to assist such areas in making the best use of their available resources in order to achieve the following objectives:

- a. To preserve management and employee skills necessary to the fulfillment of government contracts and purchases;

- b. To maintain productive facilities;
- c. To improve utilization of the nation's total manpower potential by making use of the manpower resources of each area;
- d. To help assure timely delivery of required goods and services and to promote readiness for expanded effort by locating procurement where the needed manpower and facilities are fully available; and
- e. To reduce the vulnerability of defense related and essential civilian industries to air attack in the event of war.

IV. Implementation

By virtue of the authority vested in me by Executive Order 10480 and to supplement the National Manpower Mobilization Policy of January 17, 1951, and Defense Manpower Policy No. 1 of August 2, 1951, and to carry out the purpose and policy objectives set forth above, the following assignments of responsibilities are made to the specified departments and agencies of the Government:

A. The Department of Labor shall:

- 1. Classify areas having a current or imminent substantial surplus of labor, under standards to be established by the Secretary of Labor.
- 2. In cooperation with the States and labor surplus areas, provide labor market data and related economic information in efforts to assist in the initiation of industrial expansion programs in these areas.
- 3. Identify skills which are in surplus supply within such areas and make this information available to firms requiring such skills and interested in establishing new plants and facilities.
- 4. Identify occupations and skills for which labor will be needed by new or expanding industries, and in collaboration with other governmental agencies make assistance available to area institutions and manpower users in developing on-the-job apprentice or other training programs for developing skills of the workforce.

B. All procurement agencies shall:

- 1. Use their best efforts to award negotiated procurement contracts to contractors located within labor surplus areas to the extent that procurement objectives will permit; provided, that in no case will price differentials be paid for the purpose of carrying out this policy.

2. Where deemed appropriate, set aside portions of procurements for negotiation, at prices no higher than those paid on the balance of these procurements, exclusively with firms located in classified labor surplus areas; provided that a substantial proportion of the production on these contracts will be performed within labor surplus areas.

3. Assure that firms in labor surplus areas which are on appropriate bidders' lists will be given the opportunity to submit bids or proposals on all procurements for which they are qualified and on which small business joint-determinations have not been made. Whenever the number of firms on a bidders list is excessive, there will be included a representative number of firms from labor surplus areas.

4. In the event of tie bids or offers on any procurement, award the contract to the firm located in a labor surplus area, other things being equal.

5. Encourage prime contractors to award subcontracts to firms in labor surplus areas.

6. Cooperate with the other agencies listed herein in achieving the objectives of this policy.

C. The Department of Commerce shall:

1. Through its field offices, assist manufacturers in labor surplus areas in obtaining information on probable government procurement needs and procedures to be followed in submitting proposals.

2. Render technical assistance to labor surplus areas and organizations in such areas desirous of diversifying their economies by developing and expanding industry.

D. The Small Business Administration shall:

1. Make available to small business concerns in labor surplus areas all of its services, endeavor to insure opportunity for maximum participation by such concerns in government procurement, and give consideration to the needs of these concerns in the making of joint-determinations with government procurement agencies.

E. The Regional Defense Mobilization Committees shall:

1. Coordinate the field activities of their member agencies in carrying out the purpose of this policy and make recommendations to their member agencies in carrying out the purpose of this policy and make recommendations to their member agencies on additional activities to achieve such purposes.

F. There is hereby created within the Office of Defense Mobilization a Surplus Manpower Committee:

1. This committee shall be chaired by the Assistant Director for Manpower of the Office of Defense Mobilization and shall include representation from the Department of Defense, including the three Military Departments, Department of Commerce, Department of Labor, General Services Administration, and Small Business Administration.

2. The committee shall advise the Director of the Office of Defense Mobilization and its member agencies on policies, procedures and activities in existence or needed to carry out the purposes of this policy.

3. When an entire industry, which sells a significant proportion of its production to the Government, is generally depressed or has a significant proportion of its production units located in areas of substantial labor surplus, the Committee may make appropriate recommendations relative to that industry in lieu of recommendations relative to specific geographical areas. In such cases, after notice to and hearing of interested parties, the Director of the Office of Defense Mobilization will give consideration to appropriate measures applicable to the entire industry.

G. All agencies assigned responsibilities under this policy shall submit quarterly reports on their activities in connection therewith to the Office of Defense Mobilization, and shall submit such additional information as may be necessary.

H. All existing Notifications of labor surplus areas under Defense Manpower Policy No. 4 are hereby superseded by the list of areas classified by the Department of Labor pursuant to this revised policy. Pending their review by the Surplus Manpower Committee, Notifications No. 38, 39, 53, 57, and 58, dealing with the placement of procurement with the textile, shoe, apparel, shipbuilding and petroleum and petroleum products industries, are continued in effect to the extent that they are not inconsistent with this revised policy.

I. This revised policy shall take effect on November 5, 1953.

OFFICE OF DEFENSE MOBILIZATION

Arthur S. Flemming
Director



DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

April 23 1954

MEMORANDUM NO. 1355

Change in Salutation on letters to Members of Congress

Hereafter, the proper form of salutation on correspondence originating within the Department addressed to a member of the House of Representatives will be "Dear Congressman Doe" instead of the previous "Dear Mr. Doe".

This supersedes the instructions contained in the Department of Agriculture's Correspondence Style Manual (Administrative Series No. 2 Rev. 1949). This modification will be incorporated in the next revision of the Correspondence Style Manual.

A handwritten signature in blue ink, which appears to read "E. S. Benson", is positioned above the title "Secretary".

Secretary

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON



April 1915

MEMORANDUM NO. 185

Change in Instructions on Letters to Members of Congress

Heretofore, the proper form of salutation on correspondence originating within the Department addressed to a member of the House of Representatives will be "Dear Congressman Jones" instead of the previous "Dear Mr. Jones".

This amends the instructions contained in the Department of Agriculture's Correspondence Style Manual (Administrative Series No. 2 Rev. 1913). This modification will be incorporated in the next revision of the Correspondence Style Manual.

[Handwritten signature]
Secretary

41



DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

May 7 1954

MEMORANDUM NO. 1356

Policy on Year-end Obligation Rates

It is the continuing policy of the Department to plan and execute its programs so to prevent unwarranted year-end obligation of funds which would otherwise revert to the Treasury. It is essential, of course, that the Department maintain the authorized level and effectiveness of its work, but it is equally essential that such work be done at the least possible cost and that the policy on year-end obligations be closely observed.

On April 26, 1954, the Bureau of the Budget issued Bulletin No. 54-10, a copy of which is attached, which establishes objectives to be accomplished with regard to keeping obligations in the fourth quarter of fiscal year 1954 to the minimum levels necessary to carry out assigned functions and responsibilities. These objectives are consistent with the policy on year-end spending expressed in Secretary's Memorandum No. 1327, dated May 12, 1953. In that Memorandum it was stated that the same test of need should be applied for any proposed expenditure at or near the close of the fiscal year as at any other time; that is, that only those expenditures be made which are necessary in the strictest sense for the prudent and effective discharge of our responsibilities to agriculture and the public generally.

Accordingly, each agency head should give careful attention to the policy and objectives set forth in Bulletin No. 54-10 in reaching final decisions on obligations to be incurred in May and June of this year.

The Office of Budget and Finance will issue separate instruction to further implement the provisions of Bulletin No. 54-10.

Secretary

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON



MAY 7 1934

MEMORANDUM NO. 1345

Policy on Year-end Obligation Rates

It is the continuing policy of the Department to plan and execute its programs so to prevent unmet year-end obligations of funds which would otherwise revert to the Treasury. It is essential, of course, that the Department maintain the authorized level and effectiveness of its work, but it is equally essential that such work be done at the least possible cost and that the policy on year-end obligations be closely observed.

On April 26, 1934, the Bureau of the Budget issued Bulletin No. 24-10, a copy of which is attached, which establishes objectives to be accomplished with regard to keeping obligations in the fourth quarter of fiscal year 1934 to the minimum level necessary to carry out assigned functions and responsibilities. These objectives are consistent with the policy on year-end spending expressed in Secretary's Memorandum No. 1327, dated May 12, 1933. In that memorandum it was stated that the same test of need should be applied for any proposed expenditure at or near the close of the fiscal year as at any other time; that is, that only those expenditures be made which are necessary in the strictest sense for the prudent and effective discharge of our responsibilities to agriculture and the public generally.

Accordingly, each agency head should give careful attention to the policy and objectives set forth in Bulletin No. 24-10 in reaching final decisions on obligations to be incurred in May and June of this year.

The Office of Budget and Finance will issue separate instruction to further implement the provisions of Bulletin No. 24-10.


Secretary

EXECUTIVE OFFICE OF THE PRESIDENT

BUREAU OF THE BUDGET

WASHINGTON 25, D. C.

BULLETIN NO. 54-10

April 26, 1954

TO THE HEADS OF EXECUTIVE DEPARTMENTS AND ESTABLISHMENTS

SUBJECT: Obligations for May and June 1954

1. Policy on obligation rates. The head of each agency is requested to give specific attention to financial obligations incurred during May and June 1954 to the end that:

- a. Obligations for the fourth quarter of this fiscal year will not exceed obligations for the third quarter, except in those cases where a higher level is required to carry out a seasonal program. Any such higher levels are to be fully and demonstrably justified.
- b. Employment will be held to the minimum necessary to accomplish the job. Employment at the end of June must not exceed the level budgeted for the start of the fiscal year 1955.
- c. Purchases for inventories will be held down so that inventories will be below the number of months supply which was on hand in June 1953. Inventories at the end of the fiscal year should generally be limited to the quantities necessary for an orderly transition to the next year and for emergency standby purposes.
- d. Other purchase orders and contracts will be entered into only for those goods and services which are needed to complete the service of this fiscal year, except where there is a specific advantage to the Government to place advance orders.
- e. Advance payments to contractors, vendors, States, etc., will be held to the amount necessary to fulfill statutory and contractual requirements. A determined effort should be made to reduce the amount of such advances that will be outstanding at the close of the fiscal year.

Exceptions to the foregoing policies should be made only by the head of the agency, and only when the need therefor is specifically justified in the interests of the United States.

2. Instructions to be issued. To assure the accomplishment of these objectives, each agency head should promptly issue written instructions to those subordinate officials to whom authority has been delegated to incur obligations. A copy of these instructions should be forwarded to the Bureau of the Budget by May 5, 1954.

3. Reserves for 1954. The savings which result from this action should be reserved from the administrative allotments of your agency. To the extent that these savings can be identified in time, they should also be established in budget reserves in accordance with the regular apportionment procedures.

4. Apportionments and reserves for 1955. Obligation rates for the fourth quarter of this fiscal year will be examined carefully in connection with apportionments at the beginning of the fiscal year 1955. To the extent that obligations for this fourth quarter are above those for the third quarter the excess will be reserved against the apportionment for the first quarter of the following year, except in cases where adequate explanation justifying the larger amount is furnished the Bureau of the Budget by the agency. Necessary explanations should accompany the regular financial reports for the month of June.

ROWLAND R. HUGHES
Director



DEPARTMENT OF AGRICULTURE

WASHINGTON 25, D. C.

May 12 1954

MEMORANDUM NO. 1357

Department Motion Picture Review Committee

The following are designated members of the Department Motion Picture Review Committee:

Administrative Assistant Secretary, Chairman
Administrator, Federal Extension Service
Administrator, Agricultural Research Service
Administrator, Agricultural Marketing Service
Administrator, Soil Conservation Service
Chief, Forest Service
Director of Information

The Chief of the Motion Picture Service shall serve as secretary and consultant to the Committee and the Director of the Office of Budget and Finance shall serve as a consultant to the Committee on fiscal aspects of cooperative film production.

This Committee is appointed in view of the adoption of a recommendation of cooperating organizations that the Department join with reputable non-profit associations and educational organizations to produce motion pictures that will be useful in the Department's program for disseminating information on subjects related to agriculture.

The Office of Information has been authorized to produce motion pictures in cooperation with qualified organizations as an aid to greater information and education in agriculture by the Department.

The Committee will advise on the procedures to be followed in developing this cooperative film production. It shall recommend establishment of necessary safeguards to assure that all films so produced are closely related to Department programs, that they are accurate in content, that they are in accord with Department policy, and that they are appropriate for Department and Land Grant College distribution.

The Committee shall review and approve proposals for cooperative film production and shall review finished productions and proposed distribution.

Each member of the Committee may designate an alternate to serve in his absence.

A handwritten signature in blue ink, appearing to read "E. L. Brown", is written over the typed name "Secretary".

Secretary



DEPARTMENT OF AGRICULTURE

WASHINGTON 25, D. C.

May 1934

MEMORANDUM NO. 1357

Department Motion Picture Review Committee

The following are designated members of the Department Motion Picture Review Committee:

Administrative Assistant Secretary, Chairman
Administrator, Federal Extension Service
Administrator, Agricultural Research Service
Administrator, Agricultural Marketing Service
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Chief, Forest Service
Director of Information

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Secretary



DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

 May 18 1954

MEMORANDUM NO. 1358

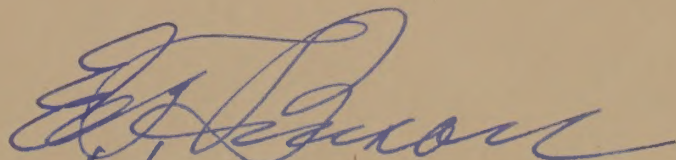
Proposals for State Legislation

For the past several years, the Department of Agriculture has cooperated with the Council of State Governments in connection with proposals for State legislation which are of interest to the Department. These proposals have usually related to matters on which uniform State legislation would be helpful and which are closely related to the Department's work. An example is a bill to regulate the sale of insecticides, fungicides, and rodenticides, prepared in cooperation with the Council, the National Association of Commissioners, Secretaries, and Directors of Agriculture, and other State and Federal officials.

Cooperation with the Council of State Governments has proved helpful in facilitating consideration of matters which concern both the States and the Department. Proposed bills are cleared by the Department of Justice with other interested Federal agencies, including the Bureau of the Budget. The bills are then considered by the Drafting Committee of the Council of State Governments and after final approval are circulated to Governors, State Legislatures, and other interested State officials. Normally proposals must be sent to the Department of Justice by August 15.

Since most of the State Legislatures will meet in 1955, we should begin to give consideration at this time to matters which might appropriately be submitted through the Council of State Governments. Experience has indicated that it is desirable whenever possible to consult with the appropriate State officials with respect to such proposals, before transmitting them to the Council.

In view of the responsibility which has been assigned to Mr. Charles Figy, Assistant to the Secretary, to serve as the general point of contact with State Departments of Agriculture, he will coordinate matters relating to State legislative proposals. Agencies are asked to confer with him before beginning work on bills. The Office of the Solicitor will be available for advice and consultation, as well as for drafting assistance. After clearance with the Solicitor, bills should be referred to the Secretary's Office for Departmental approval.


Secretary

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

2161554

MEMORANDUM NO. 1

Proposals for State Legislation

For the past several years, the Department of Agriculture has cooperated with the Council of State Governments in connection with proposals for state legislation which are of interest to the Department. These proposals have usually related to matters on which uniform state legislation would be helpful and which are closely related to the Department's work. An example is a bill to regulate the sale of insecticides, fumigants, and rodenticides, prepared in cooperation with the Council, the National Association of Government Chemists, and Directors of Agriculture, and other state and federal officials.

Cooperation with the Council of State Governments has proved helpful in facilitating consideration of matters which concern both the States and the Department. Proposed bills are cleared by the Department of Justice with other interested federal agencies, including the Bureau of the Budget. The bills are then considered by the Drafting Committee of the Council of State Governments and other state officials are consulted by Governors, State Legislatures, and other interested state officials. Normally proposals must be sent to the Department of Justice by August 15.

Plans made by the State Legislatures will meet in 1955, we should begin to give consideration at this time to matters which might appropriately be submitted through the Council of State Governments. Experience has indicated that it is desirable whenever possible to consult with the appropriate state officials with respect to such proposals, before transmitting them to the Council.

In view of the responsibility which has been assigned to Mr. Charles E. Felt, Assistant to the Secretary, to serve as the general point of contact with State Departments of Agriculture, he will continue to handle matters relating to State legislative proposals. Agencies are asked to continue with this before beginning work on bills. The Office of the Solicitor will be available for advice and consultation, as well as for drafting assistance. After clearance with the Solicitor, bills should be referred to the Secretary's Office for Departmental approval.

Secretary



DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

June 2 1955

MEMORANDUM NO. 1358, REVISION 1

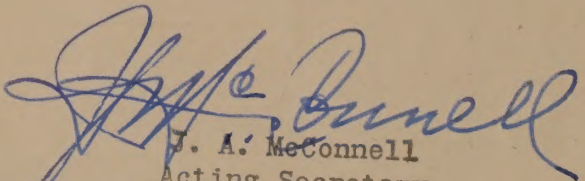
Proposals for State Legislation

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Cooperation with the Council of State Governments has proved helpful in facilitating consideration of matters which concern both the States and the Department. Proposed bills are cleared by the Department of Justice with other interested Federal agencies, including the Bureau of the Budget. The bills are then considered by the Drafting Committee of the Council of State Governments and after final approval are circulated to Governors, State Legislatures, and other interested State officials. Proposals must be sent to the Department of Justice by July 25.

Since some of the State Legislatures will meet in 1956, we should give consideration at this time to matters which might appropriately be submitted through the Council of State Governments. Experience has indicated that it is desirable whenever possible to consult with the appropriate State officials with respect to such proposals, before transmitting them to the Council.

In view of the responsibility which has been assigned to Mr. Charles Figy, Assistant to the Secretary, to serve as the general point of contact with State Departments of Agriculture, he will coordinate matters relating to State legislative proposals. Agencies are asked to confer with him before beginning work on bills. The Office of the General Counsel will be available for advice and consultation, as well as for drafting assistance. After clearance with the Office of the General Counsel, bills should be returned to Mr. Figy, who will obtain Departmental approval.


J. A. McConnell
Acting Secretary

LEGISLATION 2

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

June 2, 1937

MEMORANDUM NO. 1358, DIVISION I
Proposals for State Legislation

For the past several years, the Department of Agriculture has cooperated with the Council of State Governments in connection with proposals for State legislation which are of interest to the Department. These proposals have usually related to matters on which uniform State legislation would be helpful and which are closely related to the Department's work.

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Since some of the State Legislatures will meet in 1936, we should give consideration as this time to matters which might appropriately be submitted through the Council of State Governments. Experience has indicated that it is desirable whenever possible to consult with the appropriate State officials with respect to such proposals, before transmitting them to the Council.

In view of the responsibility which has been assigned to Mr. Charles L. Assistant to the Secretary, to serve as the general point of contact with State Departments of Agriculture, he will coordinate matters relating to State legislative proposals. Agencies are asked to confer with him before beginning work on bills. The Office of the General Counsel will be available for advice and consultation, as well as for drafting assistance. After clearance with the Office of the General Counsel, bills should be returned to Mr. Day, who will obtain Departmental approval.

[Signature]
Assistant Secretary



DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

May 31 1956

MEMORANDUM NO. 1358, REVISION 2

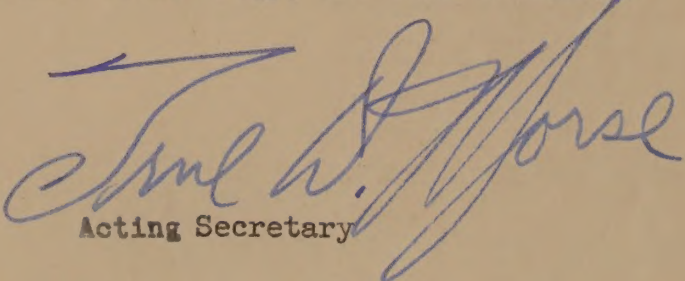
Proposals for State Legislation

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Since most of the State Legislatures will meet in 1957, we should give consideration at this time to matters which might appropriately be submitted through the Council of State Governments. Experience has indicated that it is desirable whenever possible to consult with the appropriate State officials with respect to such proposals, before transmitting them to the Council.

In view of the responsibility which has been assigned to Mr. Charles Figy, Assistant to the Secretary, to serve as the general point of contact with State Departments of Agriculture, he will coordinate matters relating to State legislative proposals. Agencies are asked to confer with him before beginning work on bills. The Office of the General Counsel will be available for advice and consultation, as well as for drafting assistance. After clearance with the Office of the General Counsel, bills should be returned to Mr. Figy, who will obtain Departmental approval.


Acting Secretary

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

May 21 1936

MEMORANDUM NO. 1356, REVISION 2

Proposals for State Legislation

For the past several years, the Department of Agriculture has cooperated with the Council of State Governments in connection with proposals for State legislation which are of interest to the Department. These proposals have usually related to matters on which uniform State legislation would be helpful and which are closely related to the Department's work.

Cooperation with the Council of State Governments has proved helpful in facilitating consideration of matters which concern both the States and the Department. Proposed bills are cleared by the Bureau of the Budget and other interested Federal agencies. The bills are then considered by the Drafting Committee of the Council of State Governments and after final approval are circulated to Governors, State Legislatures, and other interested State officials. Proposals must be sent to the Bureau of the Budget by July 15.

Since most of the State Legislatures will meet in 1937, we should give consideration at this time to matters which might appropriately be submitted through the Council of State Governments. Experience has indicated that it is desirable whenever possible to consult with the appropriate State officials with respect to such proposals, before transmitting them to the Council.

In view of the responsibility which has been assigned to Mr. Charles F. Felt, Assistant to the Secretary, to serve as the general point of contact with State Departments of Agriculture, he will coordinate matters relating to State legislative proposals. Agencies are asked to confer with him before beginning work on bills. The Office of the General Counsel will be available for advice and consultation, as well as for drafting assistance. After clearance with the Office of the General Counsel, bills should be returned to Mr. Felt, who will obtain Departmental approval.

Active Secretary



DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

May 23, 1957

MEMORANDUM NO. 1358, REVISION 3

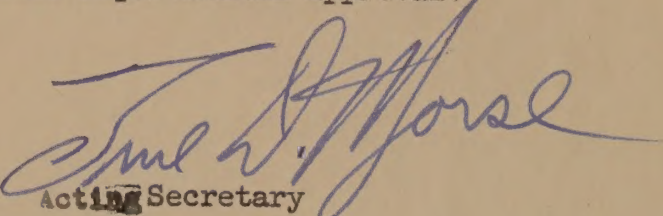
Proposals for State Legislation

For the past several years, the Department of Agriculture has co-operated with the Council of State Governments in connection with proposals for State legislation which are of interest to the Department. These proposals have usually related to matters on which uniform State legislation would be helpful and which are closely related to the Department's work.

Cooperation with the Council of State Governments has proved helpful in facilitating consideration of matters which concern both the States and the Department. Proposed bills are cleared by the Bureau of the Budget and other interested Federal agencies. The bills are then considered by a committee of State officers of the Council of State Governments on suggested legislation and after final approval are circulated to Governors, State Legislatures, and other interested State officials. Proposals must be sent to the Bureau of the Budget by July 16.

We should give consideration at this time to matters which might appropriately be submitted through the Council of State Governments. Experience has indicated that it is desirable whenever possible to consult with the appropriate State officials with respect to such proposals. The legislatures of only fifteen States will meet in 1958; however, all 1958 proposals will be carried over and included with proposals for 1959.

In view of the responsibility assigned to Mr. Charles Figy, Assistant to the Secretary, to serve as the general point of contact with State Departments of Agriculture, he will coordinate matters relating to State legislative proposals. Agencies are asked to confer with him before beginning work on bills. The Office of the General Counsel will be available for advice and consultation, as well as for drafting assistance. After clearance with the Office of the General Counsel, bills should be returned to Mr. Figy, who will obtain Departmental approval.


Acting Secretary

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

May 28, 1937

MEMORANDUM NO. 1356, REVISION 3

Proposals for State Legislation

For the past several years, the Department of Agriculture has co-operated with the Council of State Governments in connection with proposals for State legislation which are of interest to the Department. These proposals have usually related to matters on which uniform State legislation would be helpful and which are closely related to the Department's work.

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We should give consideration at this time to matters which should appropriately be submitted through the Council of State Governments. Experience has indicated that it is desirable whenever possible to consult with the appropriate State officials with respect to such proposals. The legislatures of only fifteen States will meet in 1938; however, all 1938 proposals will be carried over and included with proposals for 1939.

In view of the responsibility assigned to Mr. Charles E. Fly, Assistant to the Secretary, to serve as the general point of contact with State Departments of Agriculture, he will coordinate matters relating to State legislative proposals. Agencies are asked to confer with him before beginning work on bills. The Office of the General Counsel will be available for advice and consultation, as well as for drafting assistance. After clearance with the Office of the General Counsel, bills should be returned to Mr. Fly, who will obtain Departmental approval.

Charles E. Fly
Assistant Secretary



DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

March 18, 1958

MEMORANDUM NO. 1358, REVISION 4

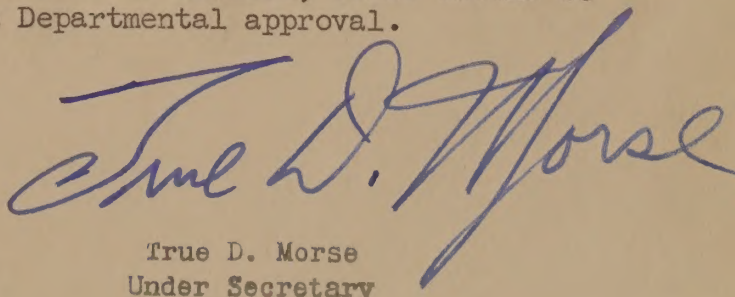
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We should give consideration at this time to matters which might appropriately be submitted through the Council of State Governments. Experience has indicated that it is desirable whenever possible to consult with the appropriate State officials with respect to such proposals.

In view of the responsibility assigned to Mr. Charles Figy, Assistant to the Secretary, to serve as the general point of contact with State Departments of Agriculture, he will coordinate matters relating to State legislative proposals. Agencies are asked to confer with him before beginning work on bills. The Office of the General Counsel will be available for advice and consultation, as well as for drafting assistance. After clearance with the Office of the General Counsel, bills should be returned to Mr. Figy, who will obtain Departmental approval.

A large, stylized handwritten signature in blue ink, reading "True D. Morse".

True D. Morse
Under Secretary

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

March 18, 1938

MEMORANDUM NO. 1358, REVISION 4
Proposals for State Legislation

For the past several years, the Department of Agriculture has cooperated with the Council of State Governments in connection with proposals for State legislation which are of interest to the Department. These proposals have usually related to matters on which uniform State legislation would be helpful and which are closely related to the Department's work.

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We should give consideration at this time to matters which might appropriately be submitted through the Council of State Governments. The Bureau has indicated that it is desirable whenever possible to consult with the appropriate State officials with respect to such proposals.

In view of the responsibility assigned to Mr. Charles F. Brannan, Assistant Secretary, to serve as the general point of contact with State Departments of Agriculture, he will coordinate matters relating to State legislative proposals. Agencies are asked to confer with him before beginning work on bills. The Office of the General Counsel will be available for advice and consultation, as well as for drafting assistance. After clearance with the Office of the General Counsel, bills should be returned to Mr. Brannan, who will obtain Departmental approval.

Charles F. Brannan
Under Secretary

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington 25, D. C.

March 20, 1959.

MEMORANDUM NO. 1358, REVISED

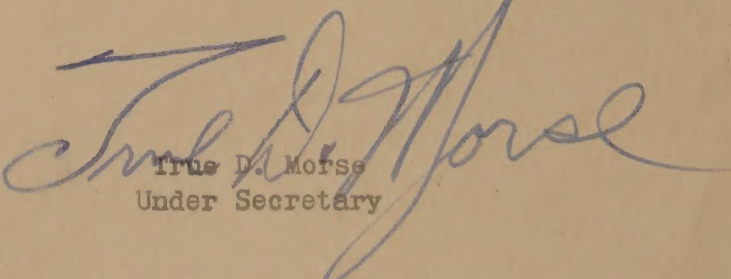
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In view of the responsibility assigned to Mr. Charles Figy, Assistant to the Secretary, to serve as the general point of contact with State Departments of Agriculture, he will coordinate matters relating to State legislative proposals. All agencies are requested to inform him, by memorandum, whether or not State legislation will be proposed. He also should be consulted before work is begun on prospective bills. The Office of the General Counsel will be available for advice and consultation, as well as for drafting assistance. After clearance with the Office of the General Counsel, bills should be returned to Mr. Figy, who will obtain Departmental approval.


True D. Morse
Under Secretary

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington 25, D. C.

March 20, 1938.

MEMORANDUM NO. 1358, REVISED

Proposals for State Legislation

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Charles Figy
Under Secretary



DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

April 5, 1960.

MEMORANDUM NO. 1358, *Revised*

Proposals for State Legislation

FILED
APR 5 1960
PLEASE RETURN TO
SECRETARY'S RECORDS
U. S. D. A.

For the past several years, the Department of Agriculture has cooperated with the Council of State Governments in connection with proposals for State legislation which are of interest to the Department. These proposals have usually related to matters on which uniform State legislation would be helpful and which are closely related to the Department's work.

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be responsible for

True D. Morse

True D. Morse
Acting Secretary

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON



April 5, 1960

Proposals for State Legislation

MEMORANDUM NO. 1828

For the past several years, the Department of Agriculture has cooperated with the Council of State Governments in connection with proposals for State legislation which are of interest to the Department. These proposals have usually related to matters on which uniform State legislation would be helpful and which are closely related to the Department's work.

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We should give consideration at this time to matters which might appropriately be handled through the Council of State Governments. Assistance has indicated that it is desirable whenever possible to consult with the appropriate State Officials with respect to such proposals.

In view of the responsibility assigned to Mr. Charles E. Felt, Assistant Secretary, to serve as the general point of contact with State Departments of Agriculture, he will coordinate matters relating to State legislative proposals. All agencies are requested to inform him, by memorandum, whether or not State legislation will be proposed. He also should be consulted before work is begun on proposed bills. The Office of the General Counsel will be available for advice and consultation, as well as for drafting assistance. After clearance with the Office of the General Counsel, bills should be returned to Mr. Felt, who will obtain Departmental approval.



DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

June 17 1954

MEMORANDUM NO. 1359

Agency Annual Reports

One of the first tasks of the Department Publications Review Committee, appointed in Memorandum No. 1349 dated March 26, was to review the situation with respect to agency annual reports. Because of the approaching end of the fiscal year, and the need of the agencies to know immediately of any change in the Department's policy on annual reports, the Committee gave this matter early attention.

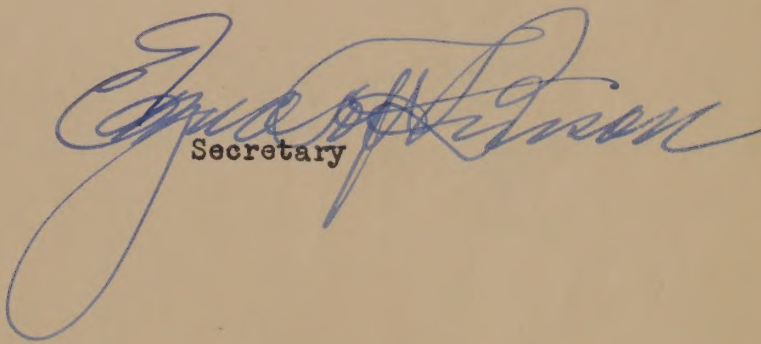
In the interest of reducing the number and size of publications insofar as practicable and of eliminating publications of limited value, it has been determined that the Department's policy regarding the preparation of annual reports by each agency or service should be modified.

Effective immediately agency annual reports to the Secretary will not be required, except when they are prescribed by law. In all other cases, the head of each agency shall determine whether administrative needs are such as to warrant the preparation of an annual report for internal use.

In those instances where annual reports are required by law, the agency, under Section 103, Public Law 178, 83rd Congress, may dispense with the printing of the report, provided the original copy is on file and available for public inspection in the Office of the Secretary as required by law. These reports shall be brief. They shall be confined to a concise account of work done, eliminating administrative details and lengthy descriptive matter.

Reports will be printed or otherwise processed only upon determination of the agency head that such reproduction is necessary to meet an administrative or public need, and on approval of the appropriate Assistant Secretary or group director.

The Administrative Regulations are being modified to reflect this policy.


Secretary

REPORTS /

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

June 17, 1934

MEMORANDUM NO. 125
Agency Annual Reports

One of the first tasks of the Department Publications Review Committee, appointed in Memorandum No. 124 dated March 28, was to review the situation with respect to agency annual reports. Because of the approaching end of the fiscal year, and the need of the agencies to know immediately of any change in the Department's policy on annual reports, the Committee gave this matter early attention.

In the interest of reducing the number and size of publications issued as gratifiable and of eliminating publications of limited value, it has been determined that the Department's policy regarding the preparation of annual reports by each agency or service should be modified.

Effective immediately agency annual reports to the Secretary will not be required, except when they are prescribed by law. In all other cases, the head of each agency shall determine whether administrative needs are such as to warrant the preparation of an annual report for internal use.

In those instances where annual reports are required by law, the agency, under Section 107, Public Law 193, 83rd Congress, may dispense with the printing of the report, provided the original copy is on file and available for public inspection in the office of the Secretary as required by law. These reports shall be brief. They shall be confined to a concise account of work done, attaching administrative details and lengthy descriptive matter.

Reports will be printed or otherwise processed only upon determination of the agency head that such reproduction is necessary to meet an administrative or public need, and on approval of the appropriate Assistant Secretary or group director.

The Administrative Regulations are being modified to reflect this policy.

Secretary



DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

July 2 1954

MEMORANDUM NO. 1360

Publication of Department Directory
of Organization and Field Activities

Policy. After consideration by the Department Publications Review Committee, a policy has been adopted providing for annual issuance of the "Directory of Organization and Field Activities of the Department of Agriculture." Publication annually should make the directory a more serviceable reference document and of greater value to the public in transacting business with the Department. Annual issuance will also obviate need for publication of agency directories by providing for revision at more frequent intervals to keep the information current.

Responsibilities. Staff office leadership in the planning and preparation of material for the directory is assigned to the Office of Personnel which will (a) prepare instructions to agencies prescribing the type of material to be furnished describing their functions and organization, (b) provide a chart illustration of the Department's organization together with explanatory text, and (c) assemble and organize directory material for publication.

The Office of Information will have responsibility for (a) cover design, (b) title page, (c) table of contents, (d) key to abbreviations, and (e) final arrangements for publication.

Discontinuance of Agency Directories. Publications heretofore printed, multilithed or produced by "offset" processes to serve as agency directories will be discontinued. It is intended that essential information about agency key personnel and field office locations be included in the Department directory. Where it is found to be necessary for internal administrative purposes, mimeographed listings of agency personnel and office locations may be prepared, provided they are maintained on an individual office or regional basis.

Agency Representatives. Each agency head shall designate a person in his agency who shall be responsible for the preparation, editing, arrangement, correctness, and timely submission of material for the directory. Such designation should be made immediately in order that early arrangements can be completed for the issuance of a 1955 directory to be ready for distribution the latter part of this year.

Agency heads shall notify the Director of Personnel of the person designated as directory representative for the agency.

Secretary

PUBLICATIONS 2

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington 25, D. C.

July 5, 1957

MEMORANDUM NO. 1360, SUPPLEMENT 1

Publication of Department Directory of Organization and
Field Activities

Effective immediately responsibility for the publication annually of the Department Directory of Organization and Field Activities shall be assigned as follows:

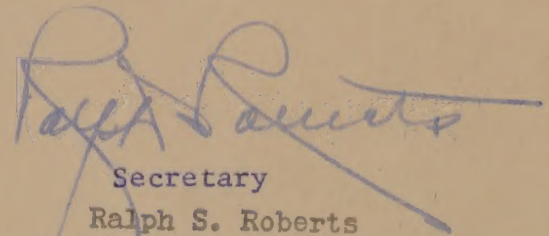
Office of Information. Staff office responsibility for general leadership in planning and preparation, including (a) cover design, (b) title page, (c) table of contents, (d) key to abbreviations, (e) index of names, and (f) final assembly and arrangements for publication.

Office of Personnel. (a) Preparation of instructions to agencies prescribing type of material to be furnished for the "field activities section" of the Directory, (b) assembly and organization of such materials for publication, and (c) reading of page proof thereon.

Each agency head shall designate a person in his agency who shall be responsible for the preparation, editing, arrangement, accuracy, and submission of this material to the Office of Personnel. It is important that this designation be made immediately, or brought up to date, in order that early arrangements can be completed for the issuance of a 1958 Directory by next January 1. The Office of Personnel shall be kept currently informed of agency persons designated to serve in this capacity.

Office of Administrative Management. In cooperation with the respective agencies of the Department, preparation of the functional and organizational material, including the Department organization chart, constituting the first part of the Directory.

All other provisions of Memorandum No. 1360, dated July 2, 1954, remain in full force and effect.


Secretary
Ralph S. Roberts
Administrative Assistant Secretary

July 2, 1957

MEMORANDUM NO. 1350, SUPPLEMENT I

Publication of Department Directory of Organization and
Field Activities

Effective immediately responsibility for the publication annually of the Department Directory of Organization and Field Activities shall be assigned as follows:

Office of Information. Staff office responsibility for general leadership in planning and preparation, including (a) cover design, (b) title page, (c) table of contents, (d) key to abbreviations, (e) index of names, and (f) final assembly and arrangements for publication.

Office of Personnel. (a) Preparation of instructions to agencies prescribing type of material to be furnished for the "Field Activities section" of the Directory, (b) assembly and organization of such materials for publication, and (c) reading of page proof thereon.

Each agency head shall designate a person in his agency who shall be responsible for the preparation, editing, arrangement, accuracy, and submission of this material to the Office of Personnel. It is important that this designation be made immediately, or brought up to date, in order that early arrangements can be completed for the issuance of a 1958 Directory by next January 1. The Office of Personnel shall be kept currently informed of agency persons designated to serve in this capacity.

Office of Administrative Management. In cooperation with the respective agencies of the Department, preparation of the functional and organizational material, including the Department organization chart, constituting the first part of the Directory.

All other provisions of Memorandum No. 1350, dated July 2, 1954, remain in full force and effect.

Secretary

Walter S. Roberts

Assistant Secretary

UNITED STATES DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON, D. C. 20250

May 4, 1983

SECRETARY'S MEMORANDUM 1360-1

PRIVATE SECTOR INITIATIVES AND VOLUNTARISM

1 PURPOSE

To announce the United States Department of Agriculture policy on voluntary and private sector efforts relating to food, agriculture and community development.

2 BACKGROUND

The spirit of voluntarism is not a new one in our nation or at USDA. Volunteers are important to our agencies in accomplishing their goals. For example, over 183 million hours of volunteer time valued at \$1.5 billion is donated annually by participants in Extension Service programs. In FY 1982, over 42,000 Forest Service volunteers accomplished work valued at \$15 million.

To promote this concept, Congress included Section 1526 in the Agriculture and Food Act of 1981, stating that "The Secretary of Agriculture . . . may establish a program to use volunteers in carrying out the programs of the Department of Agriculture . . . if the service (1) is to be without compensation; and (2) will not be used to displace any employee of the Department..."

President Reagan has underscored the importance of voluntarism. He directed a challenge to all Americans, saying "Voluntarism is an essential part of our plan to give the government back to the people." The President issued an Executive Order, No. 12329, on October 14, 1981, establishing a Task Force on Private Sector Initiatives to serve as a focal point for private sector involvement in addressing public problems.

Responding to the President, USDA established a Working Group on Private Sector Initiatives and Voluntarism under the Secretary's Policy and Coordination Council. This group coordinates Department-wide efforts. Other groups have been, or are being established to accomplish specific objectives. For example, the USDA Rural Development Committee Working Group and Extension Service have established Task Forces on Voluntarism to serve as a support link for private sector voluntary actions in support of state and local

May 4, 1983

rural development activities.

3 POLICY

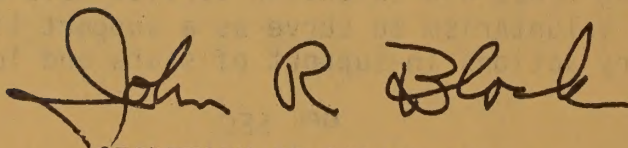
USDA recognizes that the strength and growth of the nation draws strength from the efforts of citizens to make their communities better places in which to live and work. To encourage greater volunteer and private sector contributions, it is the policy of the USDA to:

- a Promote the use of volunteers and private organizations to assist agencies in fulfilling their missions, and
- b Support both rural and urban citizens' efforts to improve their local communities through local volunteers.

4 RESPONSIBILITIES

To further the President's Private Sector Initiatives, State Food and Agriculture Councils (FACS), are directed to promote volunteer and private organizations which further Department programs. In addition, USDA agencies will:

- a Wherever possible, eliminate impediments and incorporate private sector and voluntarism initiatives in their programs as they fulfill their mission;
- b Encourage cooperation with other federal departments and agencies to promote the use of volunteers in assisting those agencies to achieve their missions on a federal, state and local level;
- c Encourage volunteers and the private sector to assist states and local governments in furthering Department programs relating to food, agriculture and rural development issues;
- d Identify, recognize and share outstanding examples of voluntarism and private sector initiatives by rural and urban communities and individuals which further Department programs; and
- e Recognize USDA personnel for individual and group efforts supporting voluntarism.



SECRETARY OF AGRICULTURE



DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

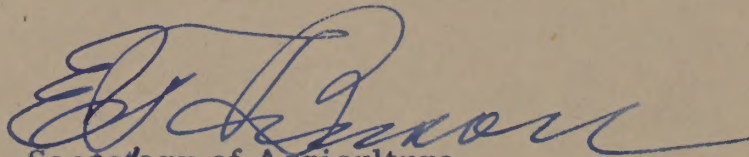
August 2 1954

SECRETARY'S MEMORANDUM NO. 1361

Organization Under the Surplus Disposal Law

Under the "Agricultural Trade Development and Assistance Act of 1954" (Public Law 480, 83rd Congress), providing for the disposal abroad of surplus agricultural commodities, in order to provide for the carrying out of functions assigned to this Department, it is hereby ordered as follows:

There is established a Working Committee within the Department for the purpose of carrying out the responsibilities within this Department under the law. The Committee shall consist of William G. Lodwick, Administrator, Foreign Agricultural Service; James A. McConnell, Administrator, Commodity Stabilization Service; O. V. Wells, Administrator, Agricultural Marketing Service; and L. N. Hoopes, Executive Assistant to the Secretary. Mr. Lodwick will serve as Chairman. Each Committee member may designate an alternate to serve in his place. The Committee will report to the Secretary through Earl L. Butz, who will be a member of the Committee, *ex officio*.


Secretary of Agriculture



DEPARTMENT OF AGRICULTURE

WASHINGTON 25, D. C.

October 6 1954

~~September~~ ____, 1954

MEMORANDUM NO. 1361 Supplement 1

Operations Under the Agricultural Trade Development and Assistance Act of 1954

Pursuant to the President's letter of September 9, 1954, I have established the Interagency Staff Committee on Agricultural Surplus Disposal to assure government-wide coordination of operations under the subject Act and other programs and operations involving exports of agricultural commodities. The Administrator of the Foreign Agricultural Service, who will have primary responsibility for carrying out the functions of the Department under Title I of the Act, will serve as Chairman of the Committee.

The initial membership of the Committee will include representatives of the heads of the Departments of State, Defense, Treasury and Commerce, the Foreign Operations Administration, Office of Defense Mobilization, and the Bureau of the Budget. Additional representatives may be added by the Chairman if he considers it desirable.

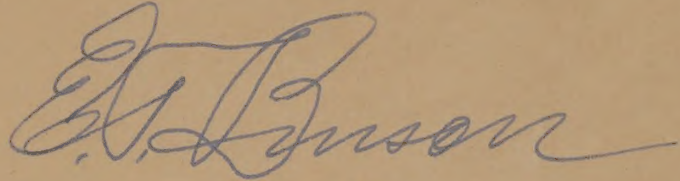
The functions of the Committee will include the development and review of programs and operations under Title I of the Agricultural Trade Development and Assistance Act of 1954. They shall also include the review of basic agreements to be negotiated under Title I of the Act and programs for utilization of foreign currencies for expansion of markets for agricultural commodities and other purposes; the review of proposed agricultural export sales, disposition and related programs undertaken under other authorities, including programs under Title II of the Act; the sale of surplus agricultural commodities under Section 402 of the Mutual Security Act; and other pertinent programs and operations.

It is also contemplated that the Committee will be utilized from time to time for obtaining interagency advice on policy questions relating to other agricultural commodity disposal programs and operations of the Department of Agriculture, including donations for distribution abroad and barter activities.

The Committee will be advisory in nature but any member who is dissatisfied with a proposed policy, agreement or operation may, upon notice to the Chairman, require submission of the matter to the Chairman of the Interagency Committee on Agricultural Surplus Disposal for resolution.

Appropriate subcommittees and working groups may be established by the Chairman as necessary.

In carrying out the functions and responsibilities of the Department under the Agricultural Trade Development and Assistance Act of 1954, the Administrator of the Foreign Agricultural Service shall make fullest possible use of existing services and facilities of the Department, and shall rely upon the advice of the Working Committee established by Memorandum No. 1361 of August 2, 1954.

A handwritten signature in blue ink, appearing to read "E. A. Larson". The signature is fluid and cursive, with a long horizontal stroke at the end.

Secretary

Appropriate subcommittees and working groups may be established by the Chairman as necessary.

In carrying out the functions and responsibilities of the Department under the National Trade Development and Assistance Act of 1958, the Administrator of the Foreign Agricultural Service shall make fullest possible use of existing services and facilities of the Department, and shall rely upon the advice of the Working Committee established by Memorandum No. 1361 of August 2, 1951.



Secretary



DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

May 25, 1955

MEMORANDUM NO. 1361, Revision 1

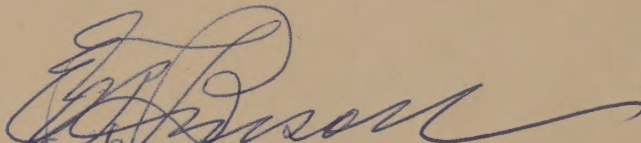
Organization Under the Surplus Disposal Law

Under the "Agricultural Trade Development and Assistance Act of 1954" (Public Law 480, 83rd Congress), providing for the disposal abroad of surplus agricultural commodities, in order to provide for the carrying out of functions assigned to this Department, it is hereby ordered as follows:

There is established a Working Committee within the Department for the purpose of carrying out the responsibilities within this Department under the law. The Committee shall consist of:

Administrator, Foreign Agricultural Service, Chairman
Administrator, Commodity Stabilization Service
Administrator, Agricultural Marketing Service
Executive Assistant to the Secretary.

Each Committee member may designate an alternate to serve in his place. The Committee will report to the Secretary through the Assistant Secretary for Marketing and Foreign Agriculture, who will be a member of the Committee, ex officio.


Secretary

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

MEMORANDUM NO. 1301, Revision 1

Organization Under the Shipping Program

Under the "Agricultural Trade Development and Assistance Act of 1954" (Public Law 336, 57th Congress), provision for the disposal of surplus agricultural commodities, in order to provide for the carrying out of functions assigned to this Department, it is hereby ordered as follows:

There is established a working Committee within the Department for the purpose of carrying out the responsibilities within this Department under the law. The Committee shall consist of:

Administrator, Foreign Agricultural Service, Chairman
Administrator, Commodity Stabilization Service
Administrator, Agricultural Marketing Service
Executive Assistant to the Secretary

Each Committee member may designate an alternate to serve in his place. The Committee will report to the Secretary through the Assistant Secretary for Marketing and Foreign Affairs, who will be a member of the Committee, ex officio.

[Handwritten signature]
Secretary



DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

April 18, 1956

MEMORANDUM NO. 1361, SUPPLEMENT 1, REVISION 1

Operations Under the Agricultural Trade Development and
Assistance Act of 1954

Pursuant to the President's letter of September 9, 1954, I have established the Interagency Staff Committee on Agricultural Surplus Disposal to assure government-wide coordination of operations under the subject Act and other programs and operations involving exports of agricultural commodities. The Administrator of the Foreign Agricultural Service, will have primary responsibility for carrying out the functions of the Department under Title I of the Act. [The Assistant Administrator for Market Development and Programs, Foreign Agricultural Service, will serve as Chairman of the Committee.]

The initial membership of the Committee will include representatives of the heads of the Departments of State, Defense, Treasury and Commerce, the [International Cooperation Administration], Office of Defense Mobilization, and the Bureau of the Budget. Additional representatives may be added by the Chairman if he considers it desirable.

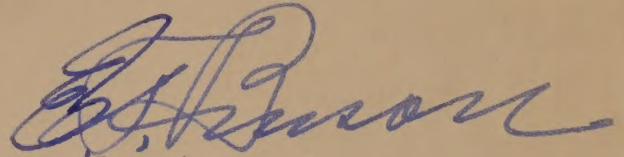
The functions of the Committee will include the development and review of programs and operations under Title I of the Agricultural Trade Development and Assistance Act of 1954. They shall also include the review of basic agreements to be negotiated under Title I of the Act and programs for utilization of foreign currencies for expansion of markets for agricultural commodities and other purposes; the review of proposed agricultural export sales, disposition and related programs undertaken under other authorities, including programs under Title II of the Act; the sale of surplus agricultural commodities under Section 402 of the Mutual Security Act; and other pertinent programs and operations.

It is also contemplated that the Committee will be utilized from time to time for obtaining interagency advice on policy questions relating to other agricultural commodity disposal programs and operations of the Department of Agriculture, including donations for distribution abroad and barter activities.

The Committee will be advisory in nature but any member who is dissatisfied with a proposed policy, agreement or operation may, upon notice to the Chairman, require submission of the matter to the Chairman of the Interagency Committee on Agricultural Surplus Disposal for resolution.

Appropriate subcommittees and working groups may be established by the Chairman as necessary.

In carrying out the functions and responsibilities of the Department under the Agricultural Trade Development and Assistance Act of 1954, the Administrator of the Foreign Agricultural Service shall make fullest possible use of existing services and facilities of the Department, and shall rely upon the advice of the Working Committee established by Memorandum No. 1361 of August 2, 1954.

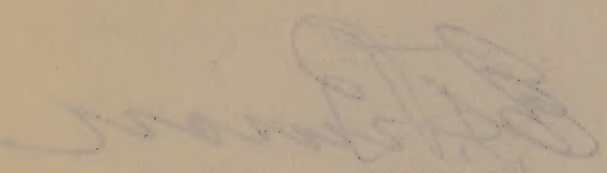


Secretary

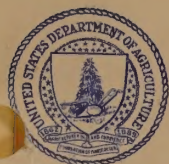
The Committee will be advisory in nature but any member who is
dissatisfied with a proposed policy, agreement or operation may, upon
notice to the Chairman, require reconsideration of the matter and the Chair-
man of the Emergency Committee on Agricultural Surplus Disposal
for resolution.

Appropriate subcommittees and working groups may be established by
the Chairman as necessary.

In carrying out the functions and responsibilities of the Department
under the Agricultural Trade Development and Assistance Act of 1954,
the Administrator of the Foreign Agricultural Service shall make fullest
possible use of existing services and facilities of the Department, and
shall rely upon the advice of the Working Committee established by
Memorandum No. 1954 of August 2, 1954.



Secretary



DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

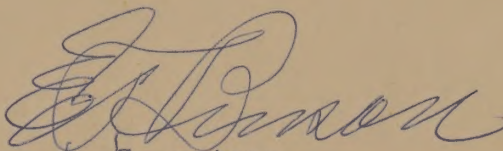
August 14 1954

SECRETARY'S MEMORANDUM NO. 1362

Telephone Calls

It seems to be a rather common practice for officials and other employees of the Department to have a secretary or other assistant join with them on telephone calls either for administrative convenience or to take stenographic or other notes on the calls.

Such a practice is costly in time and is generally not warranted. It should not be followed except (1) when the other party to the call is informed by the Department representative that a third party is on the line, and (2) participation of such third party will facilitate the work at hand. Hereafter all telephone calls to, from, or within the Department shall be handled accordingly.


Secretary

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

SECRETARY'S MEMORANDUM NO. 1842

Telephone Calls

It seems to be a rather common practice for officials and other employees of the Department to have a secretary or other assistant join with them on telephone calls either for administrative convenience or to take stenographic or other notes on the call.

Such a practice is costly in time and is generally not warranted. It should not be followed except (1) when the other party to the call is informed by the Department representative that a third party is on the line, and (2) participation of such third party will facilitate the work at hand. Hereafter all telephone calls to, from, or within the Department shall be handled accordingly.

Secretary



DEPARTMENT OF AGRICULTURE

WASHINGTON 25, D. C.

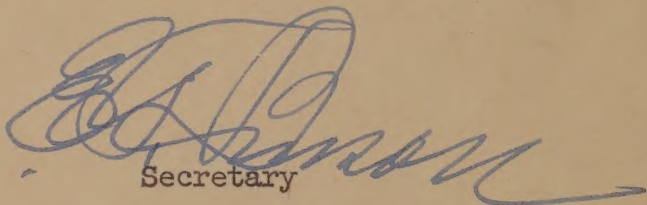
September 8, 1960

MEMORANDUM NO. 1361, SUPPLEMENT 2

Administration of Title IV of the Agricultural Trade
Development and Assistance Act of 1954 (Public Law 480)

Responsibilities of the Secretary of Agriculture in administering Title IV of Public Law 480 are hereby assigned as follows:

1. To the Administrator of the Commodity Stabilization Service or his designee the functions of developing general program policies and plans for implementation of Title IV and of developing proposals for sale of surplus agricultural commodities to individual countries.
2. To the Administrator of the Foreign Agricultural Service or his designee the operational functions in carrying out individual Title IV sales agreements and the function of arranging for coordination of proposed Title IV sales agreements with other U. S. agencies as otherwise provided in Secretary's Memorandum No. 1361.
3. The Administrators of the Commodity Stabilization Service and the Foreign Agricultural Service shall mutually cooperate in carrying out their respective responsibilities as herein assigned. To the extent that Department-wide coordination of the Title IV program is required, this will be achieved through the Working Committee established by Secretary's Memorandum No. 1361, Revision 1, dated May 25, 1955.


Secretary

DEPARTMENT OF AGRICULTURE

WASHINGTON 25, D. C.

September 8, 1960



MEMORANDUM NO. 1301, SUPPLEMENT 2

Administration of Title IV of the Agricultural Trade
Development and Assistance Act of 1954 (Public Law 480)

Responsibilities of the Secretary of Agriculture in administering
Title IV of Public Law 480 are hereby assigned as follows:

1. To the Administrator of the Community Stabilization Service or his designee the functions of developing general program policies and plans for implementation of Title IV and of developing proposals for sale of surplus agricultural commodities to individual countries.
2. To the Administrator of the Foreign Agricultural Service or his designee the operational functions in carrying out individual Title IV sales agreements and the function of arranging for coordination of proposed Title IV sales agreements with other U. S. agencies as otherwise provided in Secretary's Memorandum No. 1301.
3. The Administrator of the Community Stabilization Service and the Foreign Agricultural Service shall mutually cooperate in carrying out their respective responsibilities as herein assigned. To the extent that Department-wide coordination of the Title IV program is required, this will be achieved through the Working Committee established by Secretary's Memorandum No. 1301, November 1, 1954, dated May 25, 1955.

Secretary

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington 25, D. C.

Revised 9-29-61
MEMORANDUM No. 1361, ~~REVISION 2~~

Organization Under the Surplus Disposal Law

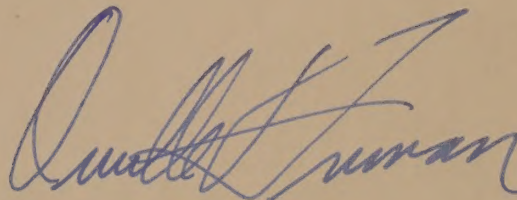
Under the "Agricultural Trade Development and Assistance Act of 1954" (Public Law 480, 83rd Congress), providing for the disposal abroad of surplus agricultural commodities, in order to provide for the carrying out of functions assigned to this Department, it is hereby ordered as follows:

There is established a Working Committee within the Department for the purpose of carrying out the responsibilities within this Department under the law. The Committee shall consist of:

Administrator, Foreign Agricultural Service, Chairman
Administrator, Agricultural Stabilization and
Conservation Service
Administrator, Agricultural Marketing Service
Director, Agricultural Economics
Executive Assistant to the Secretary

Each Committee member may designate an alternate to serve in his place. The Committee will report to the Secretary through the Assistant Secretary for Marketing and Foreign Agriculture, who will be a member of the Committee, ex officio.

Secretary



UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON 25, D. C.

MEMORANDUM NO. 1331, REVISION 2

Organization Under the Surplus Disposal Law

Under the "Agricultural Trade Development and Assistance Act of 1954" (Public Law 480, 82nd Congress), providing for the disposal of surplus agricultural commodities, in order to provide for the carrying out of functions assigned to this Department, it is hereby ordered as follows:

There is established a Working Committee within the Department for the purpose of carrying out the responsibilities within this Department under the law. The Committee shall consist of:

Administrator, Foreign Agricultural Service, Chairman
Administrator, Agricultural Stabilization and
Conservation Service
Administrator, Agricultural Marketing Service
Director, Agricultural Economics
Executive Assistant to the Secretary

Each Committee member may designate an alternate to serve in his place. The Committee will report to the Secretary through the Assistant Secretary for Marketing and Foreign Agriculture, who will be a member of the Committee, ex officio.

Secretary

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington 25, D. C.

October 20, 1961

SECRETARY'S MEMORANDUM NO. 1361, REVISED

Organization Under the Surplus Disposal Law

Under the "Agricultural Trade Development and Assistance Act of 1954" (Public Law 480, 83rd Congress), providing for the disposal abroad of surplus agricultural commodities, in order to provide for the carrying out of functions assigned to this Department, it is hereby ordered as follows:

There is established a Working Committee within the Department for the purpose of carrying out the responsibilities within this Department under the law. The Committee shall consist of:

Administrator, Foreign Agricultural Service, Chairman
Administrator, Agricultural Stabilization and Conservation
Service
Administrator, Agricultural Marketing Service
Administrator, Economic Research Service
Executive Assistant to the Secretary

Each Committee member may designate an alternate to serve in his place. The Committee will report to the Secretary through the Assistant Secretary for Marketing and Foreign Agriculture, who will be a member of the Committee, ex officio.

Charles S. Murphy
Acting Secretary

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington 25, D. C.

October 20, 1961

EXHIBIT NO. 100, MEMPHIS

Organization Under the Foreign Disposal Law

Under the "Agricultural Trade Development and Assistance Act of 1954" (Public Law 450, 81st Congress), providing for the disposal of surplus agricultural commodities, in order to provide for the carrying out of functions assigned to this Department, it is hereby ordered as follows:

There is established a Working Committee within the Department for the purpose of carrying out the responsibilities within this Department under the law. The Committee shall consist of:

Administrator, Field in Agricultural Services, Chairman
Administrator, Agricultural Production and Conservation
Administrator, Agricultural Marketing Services
Administrator, Economic Research Services
Executive Assistant to the Secretary

Each Committee member may designate an alternate to serve in his place. The Committee will report to the Secretary through the Assistant Secretary for Marketing and Foreign Affairs, who will be a member of the Committee, ex officio.

Assistant Secretary

U. S. Department of Agriculture
Office of the Secretary

January 23, 1959.

MEMORANDUM NO. 1362, Rev.

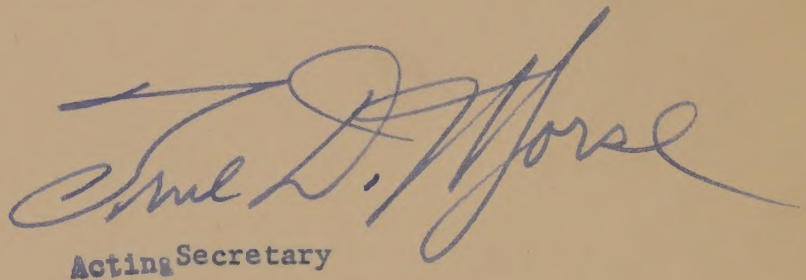
Telephone Calls

On August 14, 1954, Secretary's Memorandum No. 1362 established a policy within the Department of Agriculture on the handling of telephone calls. The Memorandum reads as follows:

"It seems to be a rather common practice for officials and other employees of the Department to have a secretary or other assistant join with them on telephone calls either for administrative convenience or to take stenographic or other notes on the calls.

"Such a practice is costly in time and is generally not warranted. It should not be followed except (1) when the other party to the call is informed by the Department representative that a third party is on the line, and (2) participation of such third party will facilitate the work at hand. Hereafter all telephone calls to, from, or within the Department shall be handled accordingly."

Recently it has been observed that this policy is not being followed in some offices and agencies of the Department. The purpose of this memorandum is to remind all officials and employees of the policy and of the need to adhere to it.


Acting Secretary

U. S. Department of Agriculture
Office of the Secretary

January 25, 1935.

MEMORANDUM NO. 1-2-34

Telephone Calls

On August 14, 1934, Secretary's Memorandum No. 1352 established a policy within the Department of Agriculture on the handling of telephone calls. The Memorandum reads as follows:

"It seems to be a rather common practice for officials and other employees of the Department to have a secretary or other assistant join with them on telephone calls either for administrative convenience or to take stenographic or other notes on the calls.

"Such a practice is costly in time and is generally not warranted. It should not be followed except (1) when the other party to the call is informed by the Department representative that a third party is on the line, and (2) participation of such third party will facilitate the work at hand. Hereafter all telephone calls to, from, or within the Department shall be handled accordingly."

Recently it has been observed that this policy is not being followed in some offices and agencies of the Department. The purpose of this memorandum is to remind all officials and employees of the policy and of the need to adhere to it.


Acting Secretary



DEPARTMENT OF AGRICULTURE

WASHINGTON 25, D. C.

August 20 1954

MEMORANDUM NO. 1363

Assignment of Responsibility for Contract Specification Work
on Meat and Meat Food Products

The purpose of this Memorandum is to define the areas of responsibility of the Agricultural Research Service and the Agricultural Marketing Service for contract specification work on meat and meat food products.

The Agricultural Research Service is responsible for the conduct of examinations of meat and meat food products for compliance with contract specifications that are performed in processing departments of federally-inspected meat packing plants. This includes services performed for commercial applicants as well as procurements made by governmental agencies.

contract The Agricultural Marketing Service will continue to be responsible for conducting compliance inspection work in other than processing departments of federally-inspected plants and in nonfederally-inspected plants. The existing responsibility of the Agricultural Marketing Service to conduct meat grading activities is in no way affected by this Memorandum.

Authority to carry out the responsibilities herein assigned is hereby delegated. The Administrators of the two Services involved shall make whatever arrangements may be mutually necessary to implement the foregoing.

Earl Coke
J. Earl Coke
Acting Secretary

ORGANIZATION / (ARS)



DEPARTMENT OF AGRICULTURE
WASHINGTON 25, D. C.

August 30 1954

MEMORANDUM NO. 1323

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on Meat and Meat Food Products

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The Agricultural Research Service is responsible for the conduct of examinations of meat and meat food products for compliance with contract specifications that are performed in processing departments of federally-inspected meat packing plants. This includes services performed for commercial applicants as well as procurements made by governmental agencies.

The Agricultural Marketing Service will continue to be responsible for conducting compliance inspection work in other than processing departments of federally-inspected plants and in nonfederally-inspected plants. The existing responsibility of the Agricultural Marketing Service to conduct meat grading activities is in no way affected by this Memorandum.

Authority to carry out the responsibilities herein assigned is hereby delegated. The Administrators of the two Services involved shall make whatever arrangements may be mutually necessary to implement the foregoing.

[Signature]
Acting Secretary
to Earl C. Gore



DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

August 19 1954

MEMORANDUM NO. 1364

Responsibility for Employee Safety and Farm Safety Programs

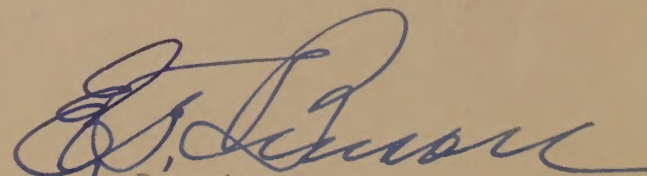
For the past ten years, the USDA Safety Council has participated in the planning and direction of the Department's safety programs, and has promoted safe practices on the part of USDA employees as well as farm workers. Its work has been commendable. However, in view of the divergent nature of employee and farm safety problems, and the specialized approaches that must be given to each, it is considered desirable to abolish the Council and place the responsibility for leadership in this work directly in Department agencies having related functional assignments.

Accordingly, the USDA Safety Council is hereby abolished, and responsibility for safety programs of the Department is assigned as follows:

- (1) Office of Personnel - The Office of Personnel shall continue its responsibility and leadership to promote and direct an efficient and effective safety program for all employees of the Department.
- (2) Federal Extension Service - The Federal Extension Service in cooperation with the State Extension Services shall be responsible for effectuating a program for the safety of farm people in their life and work on the farm.

The responsibilities assigned herein are important ones which demand our continuous attention. In carrying out these assignments, the Office of Personnel and the Federal Extension Service are authorized to establish committees or other arrangements and to draw upon such of the Department's facilities for assistance in planning and directing their programs as will assist them in attaining safety objectives. The development of safety consciousness on the part of USDA employees and the farming public cannot be overemphasized. I am sure each agency of the Department will cooperate fully in carrying out these responsibilities.

Departmental regulations and previous memoranda concerning these safety programs are modified or rescinded to the extent necessary for compliance with this directive.


Secretary

ORGANIZATION 1 (Personnel)

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

August 1934

MEMORANDUM NO. 1344

Responsibilities for Employee Safety and Health Programs

For the past few years, the WPA Safety Council has participated in the planning and direction of the Department's safety program, and has promoted safe practices on the part of WPA employees as well as farm workers. The work has been commendable. However, the view of the divergent nature of employee and farm safety problems, and the specialized approaches that must be given to each, it is considered desirable to divide the Council and place the responsibility for leadership in this work primarily in Department agencies having related functional assignments.

Accordingly, the WPA Safety Council is hereby reconstituted, and its responsibilities for safety program of the Department is assigned as follows:

(1) Office of Personnel - The Office of Personnel shall continue its responsibility and leadership to promote and direct an efficient and effective safety program for all employees of the Department.

(2) Federal Extension Service - The Federal Extension Service in cooperation with the State Extension Service shall be responsible for effectuating a program for the safety of farm people in their life and work on the farm.

The responsibilities mentioned herein are important ones which demand our continuous attention. In carrying out these assignments, the Office of Personnel and the Federal Extension Service are authorized to establish committees or other arrangements and to draw upon such of the Department's facilities for assistance in planning and carrying out their programs as will assist them in attaining safety objectives. The development of safety consciousness on the part of WPA employees and the farming public cannot be overemphasized. It is sure that a copy of the Government will cooperate fully in carrying out these responsibilities.

Departmental regulations and review committees concerning these safety programs are modified or rescinded to the extent necessary for compliance with this directive.


Secretary

September 20 1954

MEMORANDUM NO. 1365

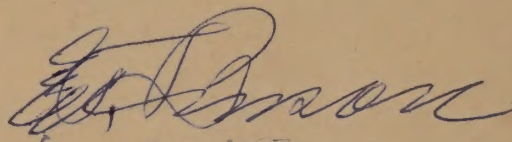
Responsibilities for Relationships Between the Department of
Agriculture and the Food and Agriculture Organization

The Secretary of Agriculture has responsibility within the U. S. Government for coordinating the participation of agencies of the Government in the Food and Agriculture Organization of the United Nations. This responsibility is fulfilled with the assistance of a committee of representatives of agencies of the Government which are interested in FAO. This is known as the U. S. FAO Inter-agency Committee. In addition, the Secretary of Agriculture has the policy guidance of the Secretary of State on international political and other questions, as well as the advice of a committee of citizens.

The Assistant Secretary of Agriculture for Marketing and Foreign Agriculture is hereby designated to act for me as Chairman of the U. S. FAO Inter-agency Committee. The Foreign Agricultural Service, as part of its general responsibilities for coordination of participation of the Department of Agriculture in international organizations as provided in the administrative regulations will have this responsibility with respect to FAO.

Mr. Clayton Whipple, Deputy Administrator of the Foreign Agricultural Service, is designated to act for the Assistant Secretary in charge of Marketing and Foreign Agriculture with regard to this activity. He will serve as Vice Chairman of the U. S. FAO Inter-agency Committee.

The Foreign Agricultural Service will provide the Secretariat of this Committee, as well as providing appropriate assistance in the activities of the National Conference on FAO or other public groups interested in the work of the Food and Agriculture Organization.


Secretary

September 1954

MEMORANDUM NO. 1362

Responsibilities for Relationships Between the Department of
Agriculture and the Food and Agriculture Organization

The Secretary of Agriculture has responsibility within the U. S. Government for coordinating the participation of agencies of the Government in the Food and Agriculture Organization of the United Nations. This responsibility is fulfilled with the assistance of a committee of representatives of agencies of the Government which are interested in FAO. This is known as the U. S. FAO Inter-agency Committee. In addition, the Secretary of Agriculture has the policy guidance of the Secretary of State on international political and other questions, as well as the advice of a committee of citizens.

The Assistant Secretary of Agriculture for Marketing and Foreign Agriculture is hereby designated to act for me as Chairman of the U. S. FAO Inter-agency Committee. The Foreign Agricultural Service, as part of its general responsibilities for coordination of participation of the Department of Agriculture in international organizations as provided in the administrative regulations will have this responsibility with respect to FAO.

Mr. Clayton Whipple, Deputy Administrator of the Foreign Agricultural Service, is designated to act for the Assistant Secretary in charge of Marketing and Foreign Agriculture with regard to this activity. He will serve as Vice Chairman of the U. S. FAO Inter-agency Committee.

The Foreign Agricultural Service will provide the Secretariat of this Committee, as well as providing appropriate assistance in the activities of the National Conference on FAO or other public groups interested in the work of the Food and Agriculture Organization.


Assistant Secretary

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington 25, D. C.

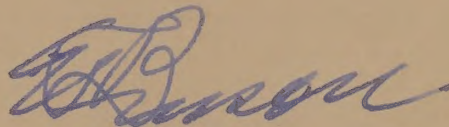
March 9 1956

MEMORANDUM NO. 1365, Revision No. 1

Responsibilities for Relationships Between the Department of
Agriculture and the Food and Agriculture Organization

The Secretary of Agriculture has responsibility within the U. S. Government for coordinating the participation of agencies of the Government in the Food and Agriculture Organization of the United Nations. This is fulfilled with the assistance of the U. S. FAO Interagency Committee, composed of representatives of agencies of the Government which have an interest in the work of FAO. In addition, the Secretary of Agriculture has the policy guidance of the Secretary of State on international political and related questions, as well as the advice of citizen groups. The Assistant Secretary of Agriculture for Marketing and Foreign Agriculture is hereby designated to act for me as Chairman of the U. S. FAO Interagency Committee.

As provided in the Department's Administrative Regulations, the Foreign Agricultural Service has the responsibility for coordination of relationships between the Department of Agriculture and the Food and Agriculture Organization. This includes providing the Secretariat of the U. S. FAO Interagency Committee, and assistance in connection with the activities of the citizen advisory groups and others interested in the work of the Organization. Such responsibility will be carried out in FAS through the Assistant Administrator who has responsibility for international organization affairs. He will also serve as Vice Chairman of the U. S. FAO Interagency Committee.



Secretary

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington 25, D. C.

MEMORANDUM NO. 1365, Revision No. 1

Responsibilities for Relationships Between the Department of
Agriculture and the Food and Agriculture Organization

The Secretary of Agriculture has responsibility within the U. S. Government for coordinating the participation of agencies of the Government in the Food and Agriculture Organization of the United Nations. This is fulfilled with the assistance of the U. S. FAO Interagency Committee, composed of representatives of agencies of the Government which have an interest in the work of FAO. In addition, the Secretary of Agriculture has the policy guidance of the Secretary of State on international political and related questions, as well as the advice of citizen groups. The Assistant Secretary of Agriculture for Marketing and Foreign Agriculture is hereby designated to act for me as Chairman of the U. S. FAO Interagency Committee.

As provided in the Department's Administrative Regulations, the Foreign Agricultural Service has the responsibility for coordination of relationships between the Department of Agriculture and the Food and Agriculture Organization. This includes providing the Secretariat of the U. S. FAO Interagency Committee, and assistance in connection with the activities of the citizen advisory groups and other interested in the work of the Organization. Such responsibility will be carried out in FAS through the Assistant Administrator who has responsibility for international organization affairs. He will also serve as Vice Chairman of the U. S. FAO Interagency Committee.

Secretary

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington 25, D. C.

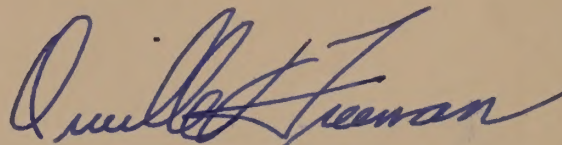
September 11, 1961

SECRETARY'S MEMORANDUM NO. 1365, REVISED

Responsibilities for Relationships Between the Department of
Agriculture and the Food and Agriculture Organization

The Secretary of Agriculture has responsibility within the U. S. Government for coordinating the participation of agencies of the Government in the Food and Agriculture Organization of the United Nations. This is fulfilled with the assistance of the U. S. FAO Interagency Committee, composed of representatives of agencies of the Government which have an interest in the work of FAO. In addition, the Secretary of Agriculture has the policy guidance of the Secretary of State on international political and related questions, as well as the advice of citizen groups. The Assistant Secretary of Agriculture for Marketing and Foreign Agriculture is hereby designated to act for me as Chairman of the U. S. FAO Interagency Committee. The Deputy Administrator for Operations of the Foreign Agricultural Service, and the Director, International Organizations Division, Foreign Agricultural Service, are designated as Vice-Chairmen.

As provided in the Department's Administrative Regulations (9 AR 900c), the Foreign Agricultural Service has the responsibility for coordination of relationships between the Department of Agriculture and the Food and Agriculture Organization. This includes providing the Secretariat of the U. S. FAO Interagency Committee, taking the lead in preparing for participation in FAO meetings and other activities, distribution of FAO publications, and rendering assistance in connection with the activities of the citizen advisory groups, and others interested in the work of the Organization.



Secretary

COMMITTEES 5-1 (U.S. FAO, Interagency)

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington 25, D. C.

SECRETARY'S MEMORANDUM NO. 1363, REVISED

Responsibilities for Relationships Between the Department of
Agriculture and the Food and Agriculture Organization

The Secretary of Agriculture has responsibility within the U. S. Government for coordinating the participation of agencies of the Government in the Food and Agriculture Organization of the United Nations. This is fulfilled with the assistance of the U. S. FAO Interagency Committee, composed of representatives of agencies of the Government which have an interest in the work of FAO. In addition, the Secretary of Agriculture has the policy guidance of the Secretary of State on international political and related questions, as well as the advice of citizen groups. The Assistant Secretary of Agriculture for Marketing and Foreign Agriculture is hereby designated to act for me as Chairman of the U. S. FAO Interagency Committee. The Deputy Administrator for Operations of the Foreign Agricultural Service, and the Director, International Organizations Division, Foreign Agricultural Service, are designated as Vice-Chairmen.

As provided in the Department's Administrative Regulations (9 AR 900c), the Foreign Agricultural Service has the responsibility for coordination of relationships between the Department of Agriculture and the Food and Agriculture Organization. This includes providing the Secretariat of the U. S. FAO Interagency Committee, taking the lead in preparing for participation in FAO meetings and other activities, distribution of FAO publications, and rendering assistance in connection with the activities of the citizen advisory groups, and others interested in the work of the Organization.

Secretary

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington 25, D. C.

August 29 1963

SECRETARY'S MEMORANDUM NO. 1365, REVISED

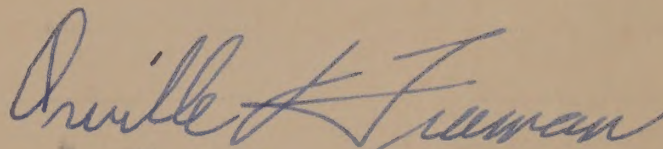
Responsibilities for Relationships Between the Department of
Agriculture and the Food and Agriculture Organization

The Secretary of Agriculture has responsibility within the U. S. Government for coordinating the participation of agencies of the Government in the Food and Agriculture Organization of the United Nations. This is fulfilled with the assistance of the U. S. FAO Interagency Committee, composed of representatives of agencies of the Government which have an interest in the work of FAO. In addition, the Secretary of Agriculture has the policy guidance of the Secretary of State on international political and related questions, as well as the advice of citizen groups.

The Assistant Secretary of Agriculture for International Affairs is hereby designated to act for the Secretary as Chairman of the U. S. FAO Interagency Committee. The Director of the International Organizations Staff, established July 11, 1963, under the direction of the Assistant Secretary for International Affairs, is designated as Vice-Chairman.

The International Organizations Staff provides liaison and coordinating services essential in maintaining relationships with FAO, and with the Department of State and other Departments of the Government to facilitate effective United States participation in FAO. This Staff also takes the lead in preparing for FAO meetings, provides the Secretariat of the U. S. FAO Interagency Committee, distributes FAO publications and documents, and maintains contacts with citizen advisory groups and others interested in the work of the Organization.

This memorandum supersedes Secretary's Memorandum No. 1365, Revised, dated September 11, 1961.



Orville L. Freeman
SECRETARY

COMMITTEES (F.A.O. International - U.S.)

SECRETARY'S REPORT, No. 1305, dated

Memorandum for the Secretary of Agriculture and the Food and Agriculture Administration

The Secretary of Agriculture has been actively within the U. S. Government for coordinating the participation of agencies of the Government in the food and agriculture organization of the United Nations. This is fulfilled with the assistance of the U. S. War Relocation Authority, composed of representatives of agencies of the Government which have an interest in the work of WRA. In addition, the Secretary of Agriculture has the policy guidance of the Secretary of State on international political and related questions, as well as the advice of citizen groups.

The Assistant Secretary of Agriculture for International Affairs is hereby designated to act for the Secretary as Chairman of the U. S. War Relocation Authority. The Director of the International Organizations Unit, established July 11, 1953, under the direction of the Assistant Secretary for International Affairs, is designated as Vice-Chairman.

The International Organizations Unit provides liaison and coordinating services essential in maintaining relationships with WRA, and with the Department of State and other departments of the Government to facilitate effective United States participation in WRA. This Unit also takes the lead in preparing for WRA meetings, provides the Secretariat of the U. S. War Relocation Authority, distributes WRA publications and documents, and maintains contacts with citizen advisory groups and others interested in the work of the organization.

This memorandum supersedes Secretary's Memorandum No. 1305, dated September 11, 1951.

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington, D. C. 20250

May 29 1969

SECRETARY'S MEMORANDUM NO. 1365, REVISED

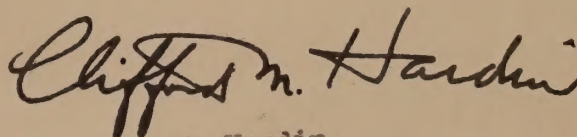
Responsibilities for Relationships Between the Department of
Agriculture and the Food and Agriculture Organization

The Secretary of Agriculture has responsibility within the U. S. Government for coordinating the participation of agencies of the Government in the Food and Agriculture Organization of the United Nations. This is fulfilled with the assistance of the U. S. FAO Interagency Committee, composed of representatives of agencies of the Government which have an interest in the work of FAO. In this connection the Secretary of Agriculture has the policy guidance of the Secretary of State on international political and related questions, as well as the advice of citizen groups on substantive issues.

The Assistant Secretary of Agriculture for International Affairs and Commodity Programs is hereby designated to act for the Secretary as Chairman of the U. S. FAO Interagency Committee. The Director of the International Organizations Staff, established July 11, 1963, under the direction of the Assistant Secretary for International Affairs and Commodity Programs, is designated as Vice-Chairman.

The International Organizations Staff provides liaison and coordinating services essential in maintaining relationships with FAO, and with the Department of State and other Departments of the Government to facilitate effective United States participation in FAO. This staff also takes the lead in preparing for FAO meetings, provides the Secretariat of the U. S. FAO Interagency Committee, distributes FAO publications and documents, and maintains contacts with citizen advisory groups and others interested in the work of the Organization.

This memorandum supersedes Secretary's Memorandum No. 1365, Revised August 29, 1963.



Clifford M. Hardin
Secretary of Agriculture

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington, D. C. 20250

May 29 1963

SECRETARY'S MEMORANDUM NO. 1365, REVISED

Responsibilities for Relationships Between the Department of
Agriculture and the Food and Agriculture Organization

The Secretary of Agriculture has responsibility within the U. S. Government for coordinating the participation of agencies of the Government in the Food and Agriculture Organization of the United Nations. This is fulfilled with the assistance of the U. S. FAO Inter-agency Committee, composed of representatives of agencies of the Government which have an interest in the work of FAO. In this connection the Secretary of Agriculture has the policy guidance of the Secretary of State on international political and related questions, as well as the advice of citizen groups on substantive issues.

The Assistant Secretary of Agriculture for International Affairs and Commodity Programs is hereby designated to act for the Secretary as Chairman of the U. S. FAO Interagency Committee. The Director of the International Organizations Staff, established July 11, 1963, under the direction of the Assistant Secretary for International Affairs, and Commodity Programs, is designated as Vice-Chairman.

The International Organizations Staff provides liaison and coordinating services essential in maintaining relationships with FAO, and with the Department of State and other Departments of the Government to facilitate effective United States participation in FAO. This staff also takes the lead in preparing for FAO meetings, provides the Secretariat of the U. S. FAO Interagency Committee, distributes FAO publications and documents, and maintains contact with citizen advisory groups and others interested in the work of the Organization.

This memorandum supersedes Secretary's Memorandum No. 1365, Revised

August 29, 1963.

Clifton M. Harkin
Secretary of Agriculture

UNITED STATES DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON, D. C. 20250

April 15, 1977

SECRETARY'S MEMORANDUM NO. 1365, REVISED

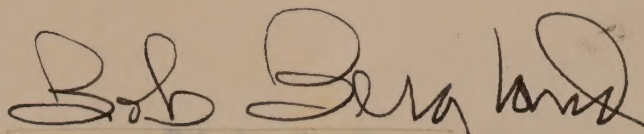
Responsibilities for Relationships Between the Department of
Agriculture and the Food and Agriculture Organization

The Secretary of Agriculture has responsibility within the U.S. Government for coordinating the participation of agencies of the Government in the Food and Agriculture Organization of the United Nations. This is fulfilled with the assistance of the U.S. FAO Interagency Committee, composed of representatives of agencies of the Government which have an interest in the work of FAO. In this connection, the Secretary of Agriculture has the policy guidance of the Secretary of State on international political and related questions, as well as the advice of citizen groups on substantive issues.

The Assistant Secretary of Agriculture for International Affairs and Commodity Programs is hereby designated to act for the Secretary as Chairman of the U.S. FAO Interagency Committee. The Executive Director, International Organization Affairs, Foreign Agricultural Service, is designated as Vice-Chairman.

The Executive Director, International Organization Affairs, provides liaison and coordinating services essential in maintaining relationships with FAO, and with the Department of State and other Departments of the Government to facilitate effective United States participation in FAO. The Executive Director also takes the lead in preparing for FAO meetings, distributes FAO publications and documents, and maintains contacts with citizen advisory groups and others interested in the work of the Organization.

This memorandum supersedes Secretary's Memorandum No. 1365, Revised May 29, 1969.


Secretary of Agriculture

COMMITTEES (U.S., FAO, Interagency)

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington, D.C. 20250

April 12, 1957

SECRETARY'S MEMORANDUM NO.

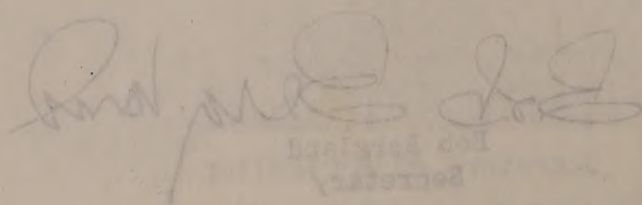
Responsibilities for Relationships Between the Department of
Agriculture and the Food and Agriculture Organization

The Secretary of Agriculture has responsibility within the U.S. Government for coordinating the participation of agencies of the Government in the Food and Agriculture Organization of the United Nations. This is fulfilled with the assistance of the U.S. FAO Interagency Committee, composed of representatives of agencies of the Government which have an interest in the work of FAO. In this connection, the Secretary of Agriculture has the policy guidance of the Secretary of State on international political and related questions, as well as the advice of citizen groups on substantive issues.

The Assistant Secretary of Agriculture for International Affairs and Commodity Programs is hereby designated to act for the Secretary as Chairman of the U.S. FAO Interagency Committee. The Executive Director, International Organization for Agriculture, Foreign Agricultural Service, is designated as Vice-Chairman.

The Executive Director, International Organization for Agriculture, provides liaison and coordinating services essential in maintaining relationships with FAO, and with the Department of State and other Departments of the Government to facilitate effective United States participation in FAO. The Executive Director also takes the lead in preparing for FAO meetings, distributes FAO publications and documents, and maintains contacts with citizen advisory groups and others interested in the work of the Organization.

This memorandum supersedes Secretary's Memorandum No. 1385, Revised May 29, 1956.


Earl B. Tamm
Secretary

UNITED STATES DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON, D. C. 20250

OFFICE OF THE SECRETARY

WASHINGTON, D. C. 20250

April 2, 1979

SECRETARY'S MEMORANDUM NO. 1365, REVISED

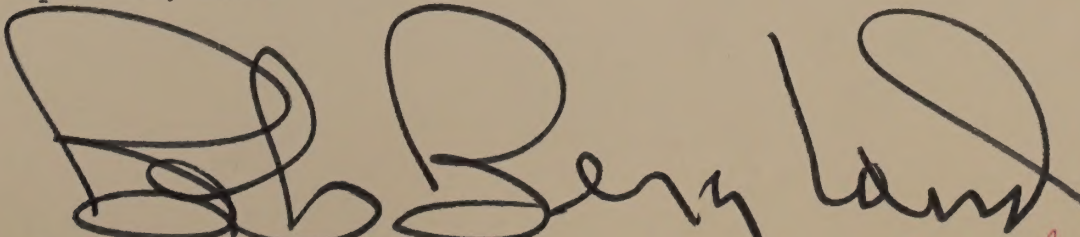
Responsibilities for Relationships Between the Department of Agriculture
and International Organizations

The Secretary of Agriculture has responsibility within the U.S. Government for coordinating the participation of agencies of the Government in the Food and Agriculture Organization of the United Nations. He is also responsible for directing USDA participation in the work of other international organizations whose programs concern food and agricultural matters. This is fulfilled with the assistance of the Interagency Working Group on international organizations concerned with these matters. The Working Group is chaired by the Director of the Office of International Cooperation and Development (OICD), who reports to the Under Secretary for International Affairs and Commodity Programs. The Working Group is composed of representatives of agencies of the Government which have an interest in the work of FAO and who are directly involved in their agency's work with other international organizations as well. The Secretary of Agriculture has the policy guidance of the Secretary of State on international political and related questions, as well as the advice of citizen groups on substantive issues. The Working Group operates within the framework of the Development Coordinating Committee established by the President.

Within OICD, the Coordinator, International Organization Affairs, provides liaison and coordinating services essential in maintaining relationships with FAO and other international organizations concerned with food and agricultural development, including the World Food Council, OECD, International Fund for Agricultural Development, and the international development banks. The Coordinator is responsible for liaison with the Department of State and other Departments of the Government to facilitate effective USDA participation in the work of international organizations. The Coordinator also takes the lead in preparing for USDA participation in meetings, distributes publications and documents, and maintains contacts with citizen advisory groups and others interested in the work of the international organizations concerned with food and agricultural matters.

For effective coordination of the Departmental relationship with international organizations, and with the Department of State on these matters, USDA employees attending meetings of the international organizations shall route travel orders through OICD/IOA.

This memorandum supersedes Secretary's Memorandum No. 1365, Revised April 15, 1977.


Secretary of Agriculture

COMMITTEES

(U.S. FAO, Interagency)



DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON, D. C. 20250

SECRETARY'S MEMORANDUM NO. 1865, REVISED

Responsibilities for Relationships Between the Department of Agriculture and International Organizations

The Secretary of Agriculture has responsibility within the U.S. Government for coordinating the participation of agencies of the Government in the Food and Agriculture Organization of the United Nations. He is also responsible for directing USDA participation in the work of other international organizations whose programs concern food and agricultural matters. This is fulfilled with the assistance of the Interagency Working Group on International Organizations concerned with these matters. The Working Group is chaired by the Director of the Office of International Cooperation and Development (OICD), who reports to the Under Secretary for International Affairs and Commodity Programs. The Working Group is composed of representatives of agencies of the Government which have an interest in the work of FAO and who are directly involved in their agency's work with other international organizations as well. The Secretary of Agriculture has the policy guidance of the Secretary of State on international political and related questions, as well as the advice of citizen groups on substantive issues. The Working Group operates within the framework of the Development Coordinating Committee established by the President.

Within OICD, the Coordinator, International Organization Affairs, provides liaison and coordinating services essential in maintaining relationships with FAO and other international organizations concerned with food and agricultural development, including the World Food Council, OECD, Inter-national Fund for Agricultural Development, and the International Development Bank. The Coordinator is responsible for liaison with the Department of State and other departments of the Government to facilitate effective USDA participation in the work of international organizations. The Coordinator also takes the lead in preparing for USDA participation in meetings, disseminates publications and documents, and maintains contacts with citizen advisory groups and others interested in the work of the international organizations concerned with food and agricultural matters.

For effective coordination of the Departmental relationship with international organizations, and with the Department of State on these matters, USDA employees attending meetings of the international organizations shall route travel orders through OICD/IOA.

This memorandum supersedes Secretary's Memorandum No. 1265, revised April 15, 1977.

[Signature]
Secretary of Agriculture



DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

September 23 1954

MEMORANDUM NO. 1366

~~MEMORANDUM TO HEADS OF DEPARTMENT AGENCIES~~

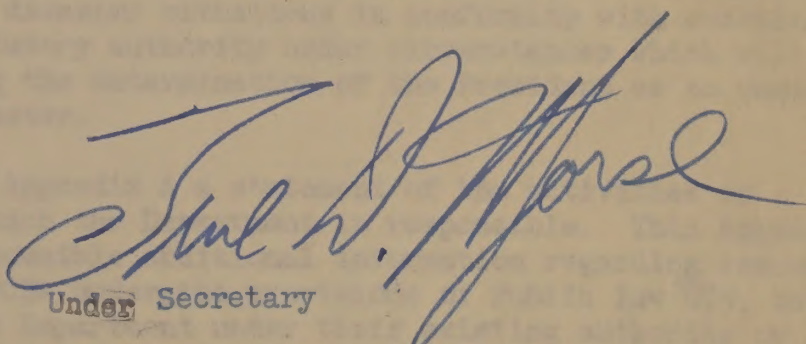
Responsibilities in Major Disaster Operations

under Public Law 875, 81st Congress

Attached is a copy of the memorandum of understanding between the U. S. Department of Agriculture and the Federal Civil Defense Administration, concerning responsibilities in major disaster operations under Public Law 875, 81st Congress, together with Appendices A and B thereto.

Your attention is called to any responsibilities which fall upon your agency under this memorandum of understanding.

Under the first paragraph of Section VI, Advice to Field Offices, it will be your responsibility to determine and carry out appropriate distribution of the whole memorandum, or parts thereof, within your agency, both at departmental and field levels.


Under Secretary

COOPERATION /

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON



February 1935

MEMORANDUM NO. 1355

~~CONFIDENTIAL - SECURITY INFORMATION~~

Responsibilities in Major Federal Operations

Under Public Law 875, First Congress

Attached is a copy of the memorandum of understanding between the U. S. Department of Agriculture and the Federal Civil Defense Administration, concerning personnel - rotation in major federal operations under Public Law 875, First Congress, together with Appendices A and B thereto.

Your attention is called to any responsibilities which fall upon you are set under this memorandum of understanding.

Under the first paragraph of Section 7, which is titled "Offices," it will be your responsibility to determine the party and appropriate distribution of the whole memorandum, or parts thereof, within your agency, both at departmental and field levels.

Secretary

MEMORANDUM OF UNDERSTANDING

BETWEEN

U. S. DEPARTMENT OF AGRICULTURE AND FEDERAL CIVIL DEFENSE ADMINISTRATION
CONCERNING RESPONSIBILITIES IN MAJOR DISASTER OPERATIONS
UNDER PUBLIC LAW 875, 81ST CONGRESS

In recognition of the responsibilities and functions of the Department of Agriculture and its organizational units, and those delegated to the Federal Civil Defense Administration by Executive Order No. 10427, and Public Law 875, 81st Congress, this statement of understanding of responsibilities of the two agencies for assistance in major disasters is deemed advisable.

I. PURPOSE

The purpose of this memorandum is to:

- a. describe responsibilities and functions of the Department established under law by express provision, policy or practice for providing assistance to States, local governing bodies and individuals in the alleviation of damage, hardship or suffering caused by disasters;
- b. arrange for development of suitable plans and preparations to insure maximum utilization of resources of the Department in disasters;
- c. describe responsibilities of FCDA in the coordination of Federal assistance in disasters and in plans and preparations therefor;
- d. outline procedures for assistance by the Department when authorized by FCDA pursuant to Executive Order 10427, and Public Law 875 and for reimbursement of authorized additional expenses incurred therefor; and
- e. provide adequate information and guidance to the field personnel of both agencies on the provisions of Public Law 875 and Executive Order No. 10427.

II. DISASTER RESPONSIBILITIES AND FUNCTIONS OF THE DEPARTMENT OF AGRICULTURE

Section 4 of Executive Order 10427 recognized the necessity of all Federal agencies acting promptly in disaster situations in conformity with existing policies, practices and statutory authority under circumstances which will not permit delay and pending the determination of the President as to whether the disaster is a major disaster.

There is attached hereto as Appendix A a statement of the activities or services in this area for which the Department is responsible. This Appendix will include to the extent possible additional information regarding resources which might be utilized by FCDA under the provisions of Public law 875, but which may not be used by the Department under their existing authority or practice. Appendix B provides a guide for local, State, and regional contacts.

III. PLANNING FOR DISASTER ASSISTANCE

a. Departmental Planning: Section 2 of Executive Order No. 10427 requires Federal agencies to make suitable plans and preparations in anticipation of their responsibilities in the event of a major disaster.

Plans and procedures will be developed at the departmental level to:

- (1) provide interchange of information between the Department and FCDA;
- (2) provide continuing liaison;
- (3) insure that accurate and complete information relative to the disaster insofar as it affects the activities of the Department reaches the public promptly;
- (4) arrange an orderly means for coordination of the Department's disaster activities with those of other agencies by FCDA; and
- (5) provide for the delegation of authority by FCDA to the Department when required and for reimbursement by FCDA of services and facilities provided by the Department under such delegations.

b. Field Planning: Field offices of the Department are authorized to prepare plans and procedures to insure maximum benefit at minimum cost in the utilization of the resources of the Department in disaster situations occurring within their respective or geographical functional areas of responsibility. Plans and procedures, at the field level, should be on the same basis as those outlined above for the departmental level. Such plans should include, but not be limited to:

- (1) arrangements for an interchange of information with the Regional Office of FCDA regarding existing or threatened disasters;
- (2) adequate inventories of manpower, equipment and material usable in disasters. Such inventories should be available at the field offices of the organizational units of the Department with summary information of types or classes furnished to FCDA Regional Offices;
- (3) exchange of directories of key personnel of the Department and FCDA;
- (4) statements of geographical and functional areas of responsibility; and
- (5) an operating procedure specific enough to insure adequate operation but flexible enough to cover varying types of disasters.

IV. COORDINATING RESPONSIBILITY OF FCDA

a. For Federal Assistance in Disasters: Public Law 875 and Executive Order 10427 provide that all Federal agencies utilize any authority available to them to assist states and local governments in the alleviation of damage, hardship and suffering occasioned by disasters. Section 4 of Executive Order 10427 provides that such assistance shall be subject to coordination by the Federal Civil Defense Administrator acting on behalf of the President.

When necessary assistance is immediately required, the appropriate officials of the Department will act promptly and notify the FCDA Regional Director of action taken at the earliest opportunity subsequent thereto.

In instances where no delay will be caused the FCDA Regional Director should be notified of a request for assistance before assistance is rendered.

Federal Civil Defense Administration's coordination will consist of the evaluation of requests received and total assistance needed, and facilitate agreement on necessary action by various agencies to meet the over-all problems involved. It will make necessary decisions regarding assistance to be furnished in cases where two or more Federal agencies have conflicting or overlapping interests or authorities. Responsibility for coordination of Federal assistance within the various regions of FCDA has been delegated to the Regional Directors by the Administrator.

Disasters determined to be major disasters will require coordinating action to insure adequate and economical operation in furnishing Federal assistance.

Disasters not declared major disasters may require Federal assistance entirely within the scope of authority and practice of the Department. In such instances FCDA coordination may not be required. However, FCDA Regional Directors should be advised of all assistance to State and local governments as previously provided.

b. Planning Coordination: The Federal Civil Defense Administrator is directed by the President to coordinate the provision of suitable plans and preparations for disaster assistance by all Federal agencies having responsibilities or capabilities in this field. Staff personnel of FCDA at the departmental level are working with the representatives of the Department on these plans and preparations. Each Regional Director, FCDA, will work with field personnel of the Department on similar plans for the Department's field organizational units.

V. DISASTER ASSISTANCE AUTHORIZED BY FCDA UNDER PUBLIC LAW 875:

a. Providing Such Assistance: When the President has determined that a major disaster exists the Federal Civil Defense Administrator is authorized, within the scope of the President's determination, to direct Federal agencies to provide assistance in conformity with Section 3 of the Act. The Administrator has delegated this authority to each FCDA Regional Director for his region.

Upon written request and authorization of a Regional Director of FCDA, field offices of the Department are authorized to furnish personnel, equipment or other resources of the field organization in accordance with the provisions outlined therein.

b. Reimbursement for Such Assistance: The additional cost to the Department of assistance requested and authorized by FCDA to be furnished under the provisions of Section 3 of Public Law 875 may be subject to reimbursement. Such reimbursement will generally be from a specific allotment from the funds available to the President under Public Law 875 and will ordinarily cover expenses incurred by the Department in furnishing the assistance which are in addition to the normal day-to-day operating expenses of the Department. These additional expenses may include, but are not necessarily limited to, pay of additional personnel; overtime pay of all personnel; per diem expenses and transportation of personnel; materials and supplies; costs of materials, equipment and supplies furnished and not returned; costs of operating equipment and processing equipment in and out of storage; packing and crating; and, in certain cases, replacing major items of equipment lost or damaged beyond economical repair. Requests for reimbursement must be fully documented. Records of the Department pertinent to the operation will be open for examination by the Federal Civil Defense Administration or its authorized representatives.

VI. ADVICE TO FIELD OFFICES

This joint agreement will be circulated within the Department of Agriculture and FCDA at both departmental and field levels and to State Governors and State and local Civil Defense Offices.

Whenever there is a question of interpretation of this agreement or any other question not resolved at the field level, the question should be referred by the field personnel to their respective departmental heads for decision.

This Agreement does not affect any other Agreement between the Department of Agriculture and the Federal Civil Defense Administration relative to civil defense responsibility under the Federal Civil Defense Act of 1950 (Public Law 920, 81st Congress).

/s/ H. L. AITKEN

Val Peterson, Administrator
Federal Civil Defense Administration

/s/ TRUE D. MORSE

Under Secretary
U.S. Department of Agriculture

March 8, 1954

APPENDIX A

DISASTER RELIEF SERVICES AVAILABLE THROUGH AGENCIES OF THE UNITED STATES DEPARTMENT OF AGRICULTURE

A. AREAS OF RESPONSIBILITY NOT REQUIRING ACTION UNDER P. L. 875

1. Agricultural Research Service

Inspection of meat and meat food products (which move in interstate commerce) for wholesomeness and fitness for human consumption. Control of the movement of diseased livestock and livestock from areas where contagious diseases of animals exist, and quarantine and inspection of livestock in infected areas. Control of plant diseases and insect infestation by quarantines and restrictions on importation or transportation of plants and insect pests. Sanitary inspection of renovated-butter plants.

2. Agricultural Marketing Service

Crop reporting service in cooperation with States providing information on crop acreage, livestock numbers, and crop conditions. Grading and inspection of agricultural commodities for class, quality, and condition on a fee basis. Arranging for the distribution of food acquired from Commodity Credit Corporation or available from surplus removal programs to schools, institutions, and needy persons.

3. Commodity Stabilization Service

Supplying agricultural commodities through the Commodity Credit Corporation which generally has substantial inventories of commodities acquired under price support programs. The Commodity Credit Corporation also has authority to acquire agricultural commodities for resale. Generally, if sales are at subsidized prices or donations are made, the Corporation must be reimbursed from supplemental sources.

4. Federal Extension Service

Furnishing advice on clean-up of damaged property, sanitary precautions, water supply and sewage disposal, insect infestation, the use of canned and locker stored food subject to interrupted power service, use of electric service after disaster, safety of damaged buildings, food and water for livestock, substitute planting for damaged crops, grain storage problems, and renovation of equipment and farm facilities.

5. Farmers Home Administration

Providing agricultural credit to farmers who cannot get credit elsewhere, for farm operations, farm ownership, farm housing, and water facilities. In addition, provides emergency loan assistance in areas where production disasters have occurred, as designated by the Secretary of Agriculture.

6. Federal Crop Insurance Corporation

Payment of indemnities to insured farms who have suffered crop failures by reason of disasters such as floods or droughts. Assistance is available to eligible farmers in a restricted number of counties.

7. Forest Service

Furnishing personnel and equipment to fight fires in or adjacent to national forests, and taking other emergency measures in connection with disasters in national forests.

8. Rural Electrification Administration

Provide credit and technical assistance to rural electric and telephone systems that are borrowers from REA, for the purpose of restoring and maintaining such power and communication services.

9. Soil Conservation Service

Contribution of technical advice in dealing with emergency protection against high water, and giving assistance and technical advice in connection with agricultural rehabilitation work following disasters.

10. Agricultural Conservation Programs Service

Provides administrative facilities for the formulation and administration of programs of direct financial assistance to individual farmers and ranchers for rehabilitation and restoration of farm and ranch land damaged by floods to productive capacity. Presently administering the 1952 and 1953 farm-land restoration programs, authorized under Public Law 202, 82nd Congress, and Public Law 371, 82nd Congress.

B. AREAS OF RESPONSIBILITY UNDER P.L. 875

In general, the personnel and facilities of the entire Department would be available. The Department has offices in every State and in practically every agricultural county in the United States, as well as in Alaska, Puerto Rico, Virgin Islands, and Hawaii. More specific responsibilities of the Department are listed below.

1. Agricultural Research Service

Furnish trained field veterinarians and scientific personnel skilled in physical, biological, chemical and engineering research.

2. Agricultural Marketing Service

Furnish administrative structure and direction for distributing federally acquired food. Furnish veterinarians and food inspectors and graders trained in plant sanitation and food inspection.

3. Commodity Stabilization Service

Furnish feed for livestock at reduced prices or by donation pursuant to Public Law 115, 83d Congress, in disaster areas under Public Law 875. Authority has been delegated by Federal Civil Defense Administrator to the Secretary of Agriculture to delineate areas affected by the disaster for purposes of these programs (18 F.R. 4609). Provide facilities for the acquisition, storage and handling of food and feed.

4. Farmers Home Administration

Furnish economic disaster loans to farmers pursuant to Public Law 115, 83d Congress, in disaster areas under P.L. 875.

5. Forest Service

Supply services indicated in A-7 at places other than national forests and adjacent territory.

6. Soil Conservation Service

Furnish heavy earth-moving equipment.



APPENDIX B

DIRECTORY

- A. Directory for obtaining local, State, and regional services in major disasters through Agencies of the U. S. Department of Agriculture.

1. Agricultural Research Service

Field representatives are located strategically throughout the States.

2. Agricultural Marketing Service

Contact the agricultural statistician in each State. In a few instances more than one State is served by a single office. Contact the various commodity inspection and grading offices located throughout the country. Contact the local or State educational agency for the name and address of the State commodity distribution agency, or contact the appropriate area office of the USDA Food Distribution Division listed below.

Food Distribution Division, AMS
139 Centre Street, Room 802
New York 13, N. Y.

Food Distribution Division, AMS
50 Seventh Street, N. E., Room 252
Atlanta 5, Georgia

Food Distribution Division, AMS
185 North Wabash Ave., Room 2003
Chicago 5, Illinois

Food Distribution Division, AMS
1114 Commerce Street, Room 1812
Dallas 2, Texas

Food Distribution Division, AMS
630 Sansome Street
626 Appraisers Building
San Francisco 11, California

3. Commodity Stabilization Service

Locally, contact the County Agricultural Stabilization and Conservation Committee, usually located at the county seat. At the State level, contact the State Agricultural Stabilization and Conservation Committee. Commodity Stabilization Service Commodity Offices are located as follows:

Boston	408 Atlantic Avenue, Boston 10, Mass.
Chicago	623 South Wabash Avenue, Chicago 5, Ill.
Dallas	3306 Main Street, Dallas 26, Texas
Kansas City	Federal Office Bldg., 911 Walnut Street, Kansas City 6, Mo.
Minneapolis	1006 West Lake Street, Minneapolis 8, Minn.
New Orleans	Worth Bldg., 120 Marais Street, New Orleans 16, La.
Portland	Eastern Bldg., 515 S. W. 10th Avenue, Portland 5, Oreg.

4. Cooperative Extension Service

Contact the County Extension Agent or Home Demonstration Agent, usually located at the county seat. At the State level, contact the Director of Extension, located at the State Agricultural College.

5. Farmers Home Administration

Contact the County Supervisor, usually located at the county seat. Contact the Farmers Home Administration State Director at the State level.

6. Federal Crop Insurance Corporation

Contact State officers of the Federal Crop Insurance Corporation, established in a majority of States.

7. Forest Service

Contact the nearest Forest Supervisor or Regional Forester.

Region

1. Federal Building, Missoula, Montana
 2. Federal Center, Bldg. 85, Denver, Colorado
 3. Post Office Building, Albuquerque, New Mexico
 4. Forest Service Building, Ogden, Utah
 5. 630 Sansome Street, San Francisco 11, California
 6. Post Office Building, Portland, Oregon
 7. Bankers Security Building, Philadelphia 2, Pa.
 8. Peachtree Building, 50-7th Street N. E., Atlanta, Ga.
 9. Madison Building, Milwaukee 3, Wisconsin
 10. Federal Territorial Building, Juneau, Alaska
- Tropical - P. O. Box 577, Rio Piedras, Puerto Rico

8. Rural Electrification Administration

Contact the County Extension Agent, the County Agricultural Stabilization and Conservation Committee, and rural electric and telephone cooperatives to locate nearest REA representative.

9. Soil Conservation Service

Locally, contact Soil Conservation District officials and Soil Conservation Service Work Units or Area Offices. At the State level contact Soil Conservation Service State Offices.

10. Agricultural Conservation Programs Service

In the field administration of this program the facilities of the County and State Agricultural Stabilization and Conservation Committees are utilized. Contact the Chief, Agricultural Conservation Programs Service, Room 3741 South Building, USDA, Washington 25, D. C.

B. Director of Regional Offices of Federal Civil Defense Administration.

Region

1. Boston, Mass.
2. Philadelphia, Pa.
3. Atlanta, Ga.
4. Chicago, Ill.
5. Dallas, Tex.
6. Denver, Colo.
7. San Francisco, Calif.

Note: For more detailed information consult the Directory of Organization and Field Activities of the Department of Agriculture, the U. S. Government Organization Manual, or the Official Register of the United States.

THE UNIVERSITY OF CHICAGO
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THE UNIVERSITY OF CHICAGO

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THE UNIVERSITY OF CHICAGO



DEPARTMENT OF AGRICULTURE
WASHINGTON 25, D. C.

November 10 1954

MEMORANDUM NO. 1366, SUPPLEMENT 1

Responsibilities in Major Disaster Operations
under Public Law 875, 81st Congress

The following should be added to Appendix B, Item 3 of the memorandum of understanding between the U. S. Department of Agriculture and the Federal Civil Defense Administration which was transmitted by Secretary's Memorandum 1366 of September 23, 1954:

"Cincinnati

1010 Broadway, Cincinnati 2, Ohio"

[It is necessary that the Appendices of the memorandum of understanding between the USDA and the FCDA be kept up to date. Whenever it is necessary to make a change in any of the field offices listed in the Appendices, the responsible agency of USDA should prepare a supplement to Secretary's Memorandum 1366 such as the supplement above, together with a letter which will notify the Administrator of FCDA of the change. Both the proposed supplement to Secretary's Memorandum 1366 and the letter to the Administrator of FCDA should be submitted for signature of the Under Secretary.]

A large, stylized handwritten signature in blue ink, which appears to read "True D. Morse", is written over the typed name and title.

True D. Morse
Under Secretary

DEPARTMENT OF AGRICULTURE
WASHINGTON 25, D. C.



November 10, 1934

MEMORANDUM NO. 1366, SUPPLEMENT 1

Responsibilities in Major Disaster Operations
Under Public Law 23, 81st Congress

The following should be added to Appendix B, Item 3 of the memorandum of understanding between the U. S. Department of Agriculture and the Federal Civil Defense Administration which was transmitted by Secretary's Memorandum 1366 of September 23, 1934:

"Cincinnati
1010 Broadway, Cincinnati 2, Ohio"

It is necessary that the Appendices of the memorandum of understanding between the USDA and the FCDA be kept up to date. Whenever it is necessary to make a change in any of the field offices listed in the Appendices, the responsible agency of USDA should prepare a supplement to Secretary's Memorandum 1366 such as the supplement above, together with a letter which will notify the Administrator of FCDA of the change. Both the proposed supplement to Secretary's Memorandum 1366 and the letter to the Administrator of FCDA should be submitted for signature of the Under Secretary.

Charles D. Morse
Under Secretary

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington 25, D. C.

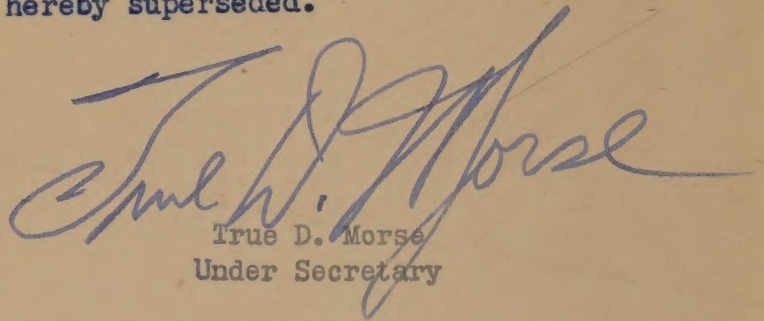
February 18, 1955

MEMORANDUM NO. 1366, SUPPLEMENT 2

Responsibilities in Major Disaster Operations
under Public Law 875, 81st Congress

Revisions in the Appendices of the Memorandum of Understanding between USDA and the FCDA should be made as often as necessary to keep them current. Amendments or revisions in Appendix A relating to the disaster relief services available through the agencies of the Department of Agriculture will continue to be issued as supplements to the Secretary's Memorandum. Revisions in Appendix B, Directory of Field Offices of USDA, will be accomplished by preparation of a letter addressed to the Administrator of FCDA, Battle Creek, Michigan, for signature in the Office of the Secretary. The responsible agency should prepare an appropriate document and submit through usual channels whenever revisions are necessary.

The last paragraph of Supplement 1 of Secretary's Memorandum 1366 dated November 10, 1954, is hereby superseded.


True D. Morse
Under Secretary

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington 25, D. C.

February 18, 1955

MEMORANDUM NO. 1366, SUPPLEMENT 2
Responsibilities in Major Disaster Operations
Under Public Law 675, 81st Congress

Revisions in the Appendices of the Memorandum of Understanding between USDA and the FCDA should be made as often as necessary to keep them current. Amendments or revisions in Appendix A relating to the disaster relief services available through the agencies of the Department of Agriculture will continue to be issued as supplements to the Secretary's Memorandum. Revisions in Appendix B, Directory of Field Offices of USDA, will be accomplished by preparation of a letter addressed to the Administrator of FCDA, Battle Creek, Michigan, for signature in the Office of the Secretary. The responsible agency should prepare an appropriate document and submit through usual channels whenever revisions are necessary.

The last paragraph of Supplement 1 of Secretary's Memorandum 1366 dated November 10, 1954, is hereby superseded.

Very truly yours,
[Signature]
Secretary



DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

November 1 1954

MEMORANDUM NO. 1367

Designation of Officials to Certify Reports on
Appropriations and Funds Required under
Section 1311 of Public Law 663,
Approved August 26, 1954

In accordance with the requirements of Section 1311 of Public Law 663, approved August 26, 1954, agency officials occupying or acting in the following listed positions are hereby designated to certify the status of appropriations and funds to accompany the report required to be submitted annually by the Secretary.

Agricultural Marketing Service

Assistant Administrator for Management
Director, Budget and Finance Division

Agricultural Research Service

Director, Budget and Finance Division

Commodity Exchange Authority

Assistant to the Administrator

Commodity Stabilization Service

Director, Fiscal Division

Farmer Cooperative Service

Director, Administrative Management Division

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON



Report No. 137

MEMORANDUM NO. 137

Investigation of Officials to Verify Reports on
Appropriations and Funds Received under
Section 1311 of Public Law 553
Approved August 25, 1953

In accordance with the requirements of Section 1311 of Public Law 553, approved August 25, 1953, agency officials occupying or acting in the following listed positions are hereby designated to verify the status of appropriations and funds to accompany the report required to be submitted annually by the Secretary.

Agricultural Marketing Service

Assistant Administrator for Management
Director, Budget and Finance Division

Agricultural Research Service

Director, Budget and Finance Division

Commodity Exchange Authority

Assistant to the Administrator

Commodity Stabilization Service

Director, Fiscal Division

Farmer Cooperative Service

Director, Administrative Management Division

Farmers Home Administration

Director, National Finance Office

Federal Crop Insurance Corporation

Director, Finance Division

Federal Extension Service

Director, Division of Management Operations

Foreign Agricultural Service

Director, Budget and Finance Division

Forest Service

Chief, Fiscal Control

Office of Information

Chief, Administrative Management Division

Library

Director
Administrative Officer

Rural Electrification Administration

Deputy Administrator
Assistant Administrator

Office of the Secretary

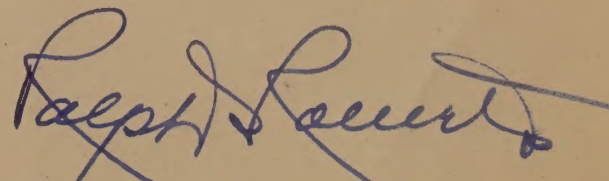
Director of Finance
Chief, Administrative Services Division, Office of Plant and Operations

Soil Conservation Service

Director, Budget and Finance Division

Office of the Solicitor

Executive Assistant to the Solicitor
Administrative Officer


Ralph S. Roberts
Administrative Assistant Secretary

Foreign Trade Administration

Director, National Finance Office

Federal Crop Insurance Corporation

Director, Finance Division

Federal Extension Service

Director, Division of Management Operations

Foreign Agricultural Service

Director, Budget and Finance Division

Forest Service

Chief, Fiscal Control

Office of Information

Chief, Administrative Management Division

Library

Director

Administrative Officer

National Election Administration

Deputy Administrator

Assistant Administrator

Office of the Secretary

Director of Finance

Chief, Administrative Services Division, Office of Plans and Operations

Soil Conservation Service

Director, Budget and Finance Division

Office of the Solicitor

Executive Assistant to the Solicitor

Administrative Officer

Revised

UNITED STATES DEPARTMENT OF AGRICULTURE

Office of the Secretary
Washington 25, D. C.

10-6-60
November 1, 1954

MEMORANDUM NO. 1367, *REVISED*

Designation of Officials to Certify Reports on
Appropriations and Funds Required under
Section 1311 of Public Law 663,
Approved August 26, 1954

In accordance with the requirements of Section 1311 of Public Law 663, approved August 26, 1954, agency officials occupying or acting in the following listed positions are hereby designated to certify the status of appropriations and funds to accompany the report required to be submitted annually by the Secretary.

Agricultural Marketing Service

Assistant Administrator for Management
Director, Budget and Finance Division

Agricultural Research Service

Director, Budget and Finance Division

Commodity Exchange Authority

Assistant to the Administrator

Commodity Stabilization Service

Director, Fiscal Division

Farmer Cooperative Service

Director, Administrative Management Division

Farmers Home Administration

Director, National Finance Office
Deputy Director, National Finance Office

Federal Crop Insurance Corporation

Director, Finance Division

(Incorporates provision
of SM 1367, SI and
proposed supplement)

Federal Extension Service

Director, Division of Management Operations

Foreign Agricultural Service

Director, Budget and Finance Division

Forest Service

Director, Division of Budget and Finance

(Incorporates provision
of SM 1367, 51)

Office of Information

Chief, Administrative Management Division

Library

Director
Administrative Officer

Rural Electrification Administration

Deputy Administrator
Assistant Administrator

Office of the Secretary

Director of Finance
Chief, Administrative Services Division, Office of Plant and Operations

Soil Conservation Service

Director, Budget and Finance Division

Office of the General Counsel

Executive Assistant to the General Counsel
Budget and Fiscal Officer

(Incorporates provision
of 1367, 51)

Reph. Reemo

UNITED STATES DEPARTMENT OF AGRICULTURE

May 23, 1958

Office of the Secretary
Washington 25, D. C.

MEMORANDUM NO. 1367, SUPPLEMENT NO. 1

Designation of Officials to Certify Reports on
Appropriations and Funds Required under
Section 1311 of Public Law 663, (31 U.S.C. 200),
approved August 26, 1954

In accordance with requirements of Section 1311 of Public Law 663, (31 U.S.C. 200) approved August 26, 1954, the officials occupying or acting in the following listed positions are designated to certify the agency reports on the status of appropriations and funds to accompany the report required to be submitted annually by the Secretary. Designations for other agencies remain unchanged.

Farmers Home Administration

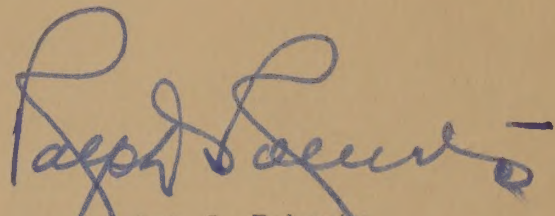
Director, National Finance Office
Assistant Director, National Finance Office

Forest Service

Director, Division of Budget and Finance

Office of the General Counsel

Executive Assistant to the General Counsel
Budget and Fiscal Officer


Ralph S. Roberts
Administrative Assistant Secretary

UNITED STATES DEPARTMENT OF AGRICULTURE

Office of the Secretary
Washington 25, D. C.

MEMORANDUM NO. 1367, SUPPLEMENT NO. 1

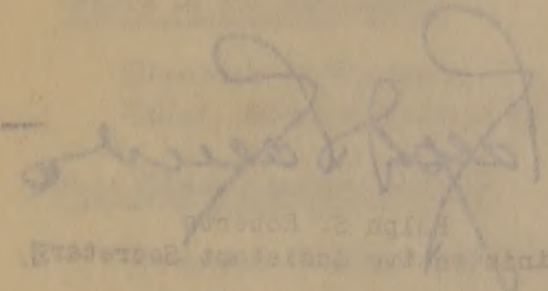
Designation of Officials to Certify Reports on
Appropriations and Funds Requested under
Section 1311 of Public Law 603, (31 U.S.C. 200),
approved August 20, 1954

In accordance with requirements of Section 1311 of Public Law 603,
(31 U.S.C. 200) approved August 20, 1954, the officials occupying
or acting in the following listed positions are designated to
certify the agency reports on the status of appropriations and
funds to accompany the report required to be submitted annually
by the Secretary. Designations for other agencies remain unchanged.

Farmer's Home Administration
Director, National Finance Office
Assistant Director, National Finance Office

Forest Service
Director, Division of Budget and Finance

Office of the General Counsel
Executive Assistant to the General Counsel
Budget and Fiscal Officer


Ralph S. Lowery
Assistant Secretary

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
Washington 25, D.C.

July 12 1966

MEMORANDUM NO. 1367, REVISED

Designation of Officials to Certify Reports on Appropriations
and Funds Required under Section 1311 of Public Law 663,
Approved August 26, 1954

In accordance with the requirements of Section 1311 of Public Law 663, approved August 26, 1954, agency officials occupying or acting in the following listed positions are hereby designated to certify the status of balances of appropriations and funds as of June 30 of each fiscal year.

Consumer and Marketing Service

Deputy Administrator for Management
Director, Budget and Finance Division

Agricultural Research Service

Director, Budget Division
Director, Finance Division

Agricultural Stabilization and Conservation Service

Director, Fiscal Division

Farmers Home Administration

Director, National Finance Office
Deputy Director, National Finance Office

Federal Crop Insurance Corporation

Director, Budget and Finance Division

Federal Extension Service

Director, Division of Management Operations
Chief, Budget and Accounting Branch, Division of Management Operations

Foreign Agricultural Service

International Agricultural Development Service

Director, Budget and Finance Division, Foreign Agricultural Service

Forest Service

Director, Division of Budget and Finance

ORGANIZATION /

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
Washington 25, D.C.

July 12, 1955

MEMORANDUM NO. 1387, REVISED

Destination of Officials to Certify Reports on Appropriations
and Funds Required under Section 1311 of Public Law 603,
Approved August 23, 1954

In accordance with the requirements of Section 1311 of Public Law 603, approved August 23, 1954, agency officials occupying or acting in the following listed positions are hereby designated to certify the status of balances of appropriations and funds as of June 30 of each fiscal year.

Consumer and Marketing Service

Deputy Administrator for Management
Director, Budget and Finance Division

Agricultural Research Service

Director, Budget Division
Director, Finance Division

Agricultural Stabilization and Conservation Service

Director, Fiscal Division

Farmer's Home Administration

Director, National Finance Office
Deputy Director, National Finance Office

Federal Crop Insurance Corporation

Director, Budget and Finance Division

Federal Extension Service

Director, Division of Management Operations
Chief, Budget and Accounting Branch, Division of Management Operations

Foreign Agricultural Service
International Agricultural Development Service

Director, Budget and Finance Division, Foreign Agricultural Service

Forest Service

Director, Division of Budget and Finance

Rural Electrification Administration

Chief, Administrative and Loan Accounting Branch
Director, Borrowers' Financial Management Division

Soil Conservation Service

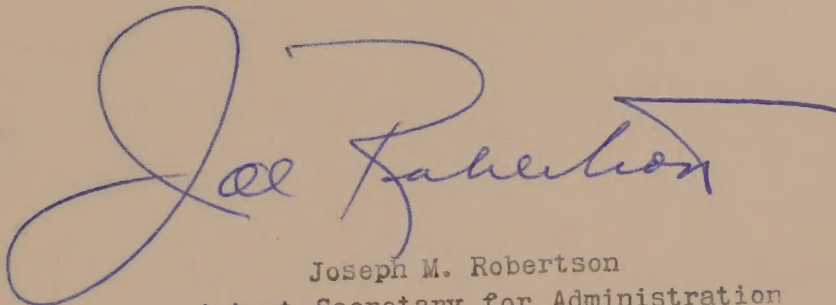
Director, Budget and Finance Division

Commodity Exchange Authority
Cooperative State Research Service
Economic Research Service
Farmers Cooperative Service
National Agricultural Library
Office of the General Counsel
Office of Information
Office of the Inspector General
Office of Management Services
Rural Community Development Service
Offices financed under "General Administration"
Statistical Reporting Service

Director, Office of Management Services
Chief, Division of Budget and Finance, Office of Management Services

Special Departmental Allocation or Transfer Accounts

Deputy Director, Office of Budget and Finance
Chief, Division of Budget Policies and Operations,
Office of Budget and Finance

A large, stylized handwritten signature in blue ink, reading "Joe Robertson". The signature is written in a cursive style with a large loop at the beginning and a long horizontal stroke at the end.

Joseph M. Robertson
Assistant Secretary for Administration

Rural Electrification Administration

Chief, Administrative and Loan Accounting Branch
Director, Borrowers' Financial Management Division

Soil Conservation Service

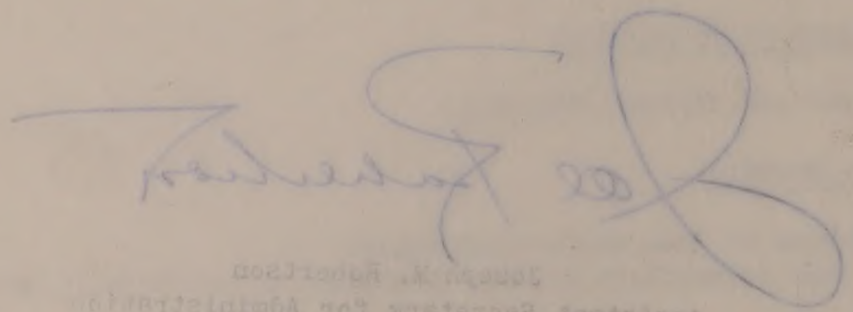
Director, Budget and Finance Division

Commodity Exchange Authority
Cooperative State Research Service
Economic Research Service
Farmer's Cooperative Service
National Agricultural Library
Office of the General Counsel
Office of Information
Office of the Inspector General
Office of Management Services
Rural Community Development Service
Offices Financed under "General Administration"
Statistical Reporting Service

Director, Office of Management Services
Chief, Division of Budget and Finance, Office of Management Services

Special Departmental Allocation or Transfer Accounts

Deputy Director, Office of Budget and Finance
Chief, Division of Budget Policies and Operations,
Office of Budget and Finance


Joseph M. Robertson
Assistant Secretary for Administration

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
Washington 25, D. C.

August 31 1967

MEMORANDUM NO. 1367, REVISED

Designation of Officials to Certify Reports on
Appropriations and Funds Required under
Section 1311 of Public Law 663, Approved
August 26, 1954

In accordance with the requirements of Section 1311 of Public Law 663, approved August 26, 1954, agency officials occupying or acting in the following listed positions are hereby designated to certify the status of balances of appropriations and funds as of June 30 of each fiscal year.

Consumer and Marketing Service

Deputy Administrator, Management
Director, Finance Division

Agricultural Research Service

Director, Budget Division

Agricultural Stabilization and Conservation Service

Director, Management Field Office

Farmers Home Administration

Director, National Finance Office
Deputy Director, National Finance Office

Federal Crop Insurance Corporation

Director, Budget and Finance Division

Federal Extension Service

Director, Division of Management Operations
Chief, Budget and Accounting Branch, Division of Management Operations

Foreign Agricultural Service

International Agricultural Development Service

Director, Budget and Finance Division, Foreign Agricultural Service

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
Washington 25, D. C.

August 31 1954

MEMORANDUM NO. 1357, REVISED

Designation of Officials to Certify Reports on
Appropriations and Funds Received under
Section 1311 of Public Law 503, Approved
August 26, 1954

In accordance with the requirements of Section 1311 of Public Law 503, approved August 26, 1954, agency officials occupying or acting in the following listed positions are hereby designated to certify the status of balances of appropriations and funds as of June 30 of each fiscal year.

Consumer and Marketing Service

Deputy Administrator, Management
Director, Finance Division

Agricultural Research Service

Director, Budget Division

Agricultural Stabilization and Conservation Service

Director, Management Field Office

Farmer Home Administration

Director, National Finance Office
Deputy Director, National Finance Office

Federal Crop Insurance Corporation

Director, Budget and Finance Division

Federal Extension Service

Chief, Budget and Accounting Branch, Division of Management Operations
Director, Division of Management Operations

Foreign Agricultural Service
International Agricultural Development Service

Director, Budget and Finance Division, Foreign Agricultural Service

2

Forest Service

Director, Division of Budget and Finance

Rural Electrification Administration

Director, Program and Administrative Services Division
Chief, Accounting and Statistics Branch, Program and Administrative
Services Division

Soil Conservation Service

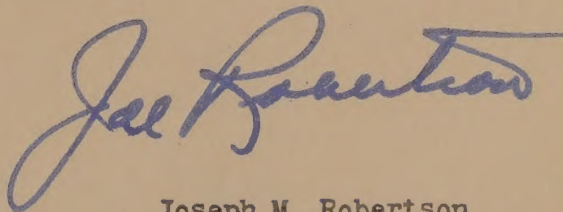
Director, Budget and Finance Division

Commodity Exchange Authority
Cooperative State Research Service
Economic Research Service
Farmer Cooperative Service
National Agricultural Library
Office of the General Counsel
Office of Information
Office of the Inspector General
Office of Management Services
Offices financed under "General Administration"
Packers and Stockyards Administration
Rural Community Development Service
Statistical Reporting Service

Director, Office of Management Services
Chief, Division of Budget and Finance, Office of Management Services

Special Departmental Allocation or Transfer Accounts

Deputy Director, Office of Budget and Finance
Chief, Division of Budget Policies and Operations,
Office of Budget and Finance



Joseph M. Robertson
Assistant Secretary for Administration

Forest Service

Director, Division of Budget and Finance

Rural Electrification Administration

Director, Program and Administrative Services Division
Chief, Accounting and Statistics Branch, Program and Administrative
Services Division

Soil Conservation Service

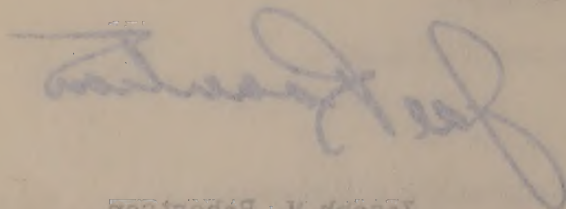
Director, Budget and Finance Division

Commodity Exchange Authority
Cooperative State Research Service
Economic Research Service
Farmer Cooperative Service
National Agricultural Library
Office of the General Counsel
Office of Information
Office of the Inspector General
Office of Management Services
Offices Financed under "General Administration"
Packers and Stockyards Administration
Rural Community Development Service
Statistical Reporting Service

Director, Office of Management Services
Chief, Division of Budget and Finance, Office of Management Services

Special Departmental Allocation or Transfer Accounts

Deputy Director, Office of Budget and Finance
Chief, Division of Budget Policies and Operations,
Office of Budget and Finance



Joseph M. Robertson
Assistant Secretary for Administration

UNITED STATES DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON, D. C. 20250

September 17 1968

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SECRETARY'S MEMORANDUM NO. 1367, REVISED

Designation of Officials to Certify Reports on Appropriations
and Funds Required under Section 1311 of Public Law 663,
Approved August 26, 1954

In accordance with the requirements of Section 1311 of Public Law 663, approved August 26, 1954, agency officials occupying or acting in the following listed positions are hereby designated to certify the status of balances of appropriations and funds as of June 30 of each fiscal year.

Agricultural Research Service
Director, Budget Division

Agricultural Stabilization and Conservation Service
Director, Management Field Office

Commodity Credit Corporation
Controller, Commodity Credit Corporation

Consumer and Marketing Service
Deputy Administrator, Management
Director, Finance Division

Farmers Home Administration
Director, National Finance Office
Deputy Director, National Finance Office

Federal Crop Insurance Corporation
Director, Budget and Finance Division

Federal Extension Service
Director, Division of Management Operations
Chief, Budget and Accounting Branch, Division of Management
Operations

Foreign Agricultural Service
International Agricultural Development Service
Director, Budget and Finance Division, Foreign Agricultural
Service

ORGANIZATION 1

UNITED STATES DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON, D. C. 20250

September 17, 1954

SECRETARY'S MEMORANDUM NO. 1367, REVISED

Designation of Officials to Certify Reports on Appropriations
and Funds Required under Section 1311 of Public Law 603,
Approved August 26, 1954

In accordance with the requirements of Section 1311 of Public Law 603, approved August 26, 1954, agency officials occupying or acting in the following listed positions are hereby designated to certify the status of balances of appropriations and funds as of June 30 of each fiscal year.

Agricultural Research Service
Director, Budget Division

Agricultural Stabilization and Conservation Service
Director, Management Field Office

Commodity Credit Corporation
Controller, Commodity Credit Corporation

Consumer and Marketing Service
Deputy Administrator, Management
Director, Finance Division

Farmers Home Administration
Director, National Finance Office
Deputy Director, National Finance Office

Federal Crop Insurance Corporation
Director, Budget and Finance Division

Federal Extension Service
Director, Division of Management Operations
Chief, Budget and Accounting Branch, Division of Management
Operations

Foreign Agricultural Service
International Agricultural Development Service
Director, Budget and Finance Division, Foreign Agricultural
Service

ORGANIZATION

Forest Service

Director, Division of Budget and Finance

Rural Electrification Administration

Director, Program and Administrative Services Division

Chief, Accounting and Statistics Branch, Program and

Administrative Services Division

Soil Conservation Service

Director, Budget and Finance Division

Commodity Exchange Authority

Cooperative State Research Service

Economic Research Service

Farmer Cooperative Service

National Agricultural Library

Office of the General Counsel

Office of Information

Office of the Inspector General

Office of Management Services

Offices financed under "General Administration"

Packers and Stockyards Administration

Rural Community Development Service

Statistical Reporting Service

Director, Office of Management Services

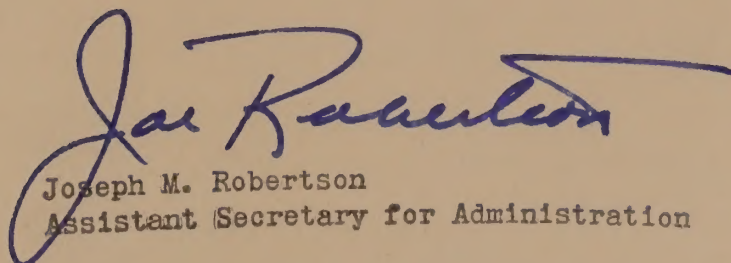
Chief, Division of Budget and Finance, Office of Management
Services

Special Departmental Allocation or Transfer Accounts

Deputy Director, Office of Budget and Finance

Chief, Division of Budget Policies and Operations,

Office of Budget and Finance



Joseph M. Robertson
Assistant Secretary for Administration

Forest Service
Director, Division of Budget and Finance

Rural Electrification Administration
Director, Program and Administrative Services Division
Chief, Accounting and Statistics Branch, Program and
Administrative Services Division

Soil Conservation Service
Director, Budget and Finance Division

Commodity Exchange Authority
Cooperative State Research Service
Economic Research Service
Farmer Cooperative Service
National Agricultural Library
Office of the General Counsel
Office of Information
Office of the Inspector General
Office of Management Services
Offices financed under "General Administration"
Packers and Stockyards Administration
Rural Community Development Service
Statistical Reporting Service
Director, Office of Management Services
Chief, Division of Budget and Finance, Office of Management
Services

Special Departmental Allocation or Transfer Accounts
Deputy Director, Office of Budget and Finance
Chief, Division of Budget Policies and Operations,
Office of Budget and Finance

Joseph M. Robertson
Assistant Secretary for Administration

UNITED STATES DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON, D. C. 20250

September 3 1969

SECRETARY'S MEMORANDUM NO. 1367, REVISED

Designation of Officials to Certify Reports on Appropriations
and Funds Required under Section 1311 of Public Law 663,
Approved August 26, 1954

In accordance with the requirements of Section 1311 of Public Law 663, approved August 26, 1954, agency officials occupying or acting in the following listed positions are hereby designated to certify the status of balances of appropriations and funds as of June 30 of each fiscal year.

Agricultural Research Service
Director, Budget Division

Agricultural Stabilization and Conservation Service
Export Marketing Service
Director, Management Field Office

Commodity Credit Corporation
Controller, Commodity Credit Corporation

Consumer and Marketing Service
Deputy Administrator, Management
Director, Finance Division

Farmers Home Administration
Director, National Finance Office
Deputy Director, National Finance Office

Federal Crop Insurance Corporation
Director, Budget and Finance Division

Federal Extension Service
Director, Division of Management Operations
Chief, Budget and Accounting Branch, Division of Management
Operations

Foreign Agricultural Service
Director, Budget and Finance Division, Foreign Agricultural
Service

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Secretary's Record & Comm.Div.

ORGANIZATION

UNITED STATES DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON, D. C. 20250

September 2, 1959

SECRETARY'S MEMORANDUM NO. 1361, REVISED

Designation of Officials to Certify Reports on Appropriations
and Funds Reported under Section 1311 of Public Law 603,
Approved August 26, 1954

In accordance with the requirements of Section 1311 of Public Law 603, approved August 26, 1954, agency officials occupying or acting in the following listed positions are hereby designated to certify the status of balances of appropriations and funds as of June 30 of each fiscal year.

Agricultural Research Service
Director, Budget Division

Agricultural Stabilization and Conservation Service
Export Marketing Service
Director, Management Field Office

Commodity Credit Corporation
Controller, Commodity Credit Corporation

Comman and Marketing Service
Deputy Administrator, Management
Director, Finance Division

Farmer Home Administration
Director, National Finance Office
Deputy Director, National Finance Office

Federal Crop Insurance Corporation
Director, Budget and Finance Division

Federal Extension Service
Director, Division of Management Operations
Chief, Budget and Accounting Branch, Division of Management
Operations

Foreign Agricultural Service
Director, Budget and Finance Division, Foreign Agricultural
Service

Forest Service

Director, Division of Budget and Finance

Rural Electrification Administration

Assistant Administrator - Administration

Director, Accounting and Administrative Services Division

Chief, Accounting and Statistics Branch, Accounting and

Administrative Services Division

Soil Conservation Service

Director, Budget and Finance Division

Commodity Exchange Authority

Cooperative State Research Service

Economic Research Service

Farmer Cooperative Service

National Agricultural Library

Office of the General Counsel

Office of Information

Office of the Inspector General

Office of Management Services

Offices financed under "General Administration"

Packers and Stockyards Administration

Rural Community Development Service

Statistical Reporting Service

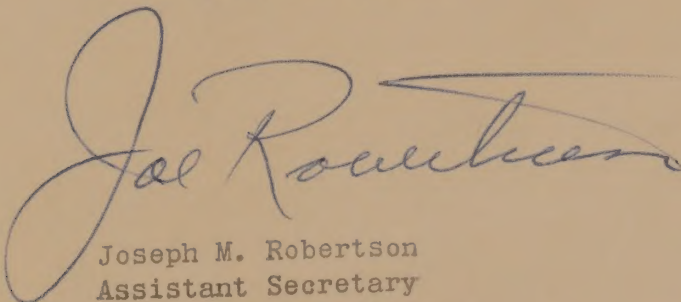
Director, Office of Management Services

Chief, Division of Budget and Finance, Office of Management
Services

Special Departmental Allocation or Transfer Accounts

Deputy Director, Office of Budget and Finance

Chief, Division of Budget Policies and Operations, Office
of Budget and Finance



Joseph M. Robertson
Assistant Secretary
for Administration

Forest Service
Director, Division of Budget and Finance

Rural Electrification Administration
Assistant Administrator - Administration
Director, Accounting and Administrative Services Division
Chief, Accounting and Statistics Branch, Accounting and
Administrative Services Division

Soil Conservation Service
Director, Budget and Finance Division

Commodity Exchange Authority
Cooperative State Research Service
Economic Research Service
Farmer Cooperative Service
National Agricultural Library
Office of the General Counsel
Office of Information
Office of the Inspector General
Office of Management Services
Offices financed under "General Administration"
Packers and Stockyards Administration
Rural Community Development Service
Statistical Reporting Service
Director, Office of Management Services
Chief, Division of Budget and Finance, Office of Management
Services

Special Departmental Allocation or Transfer Accounts
Deputy Director, Office of Budget and Finance
Chief, Division of Budget Policies and Operations, Office
of Budget and Finance

Joseph W. Robinson
Assistant Secretary
for Administration

UNITED STATES DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON, D. C. 20250

September 21, 1970

SECRETARY'S MEMORANDUM NO. 1367, REVISED

Designation of Officials to Certify Reports on Appropriations
and Funds Required under Section 1311 of Public Law 663,
Approved August 26, 1954

OFFICIAL
SECRETARY'S FILES
FILED
RECORDS & COMM. DIV.

In accordance with the requirements of Section 1311 of Public Law 663, approved August 26, 1954, agency officials occupying or acting in the following listed positions are hereby designated to certify the status of balances of appropriations and funds as of June 30 of each fiscal year.

Agricultural Research Service
Director, Budget Division

Agricultural Stabilization and Conservation Service
Export Marketing Service
Director, Management Field Office

Commodity Credit Corporation
Controller, Commodity Credit Corporation

Consumer and Marketing Service
Deputy Administrator, Management
Director, Finance Division

Extension Service
Director, Division of Management Operations
Chief, Budget and Accounting Branch, Division
of Management Operations

Farmers Home Administration
Director, National Finance Office
Deputy Director, National Finance Office

Federal Crop Insurance Corporation
Director, Budget and Finance Division

Food and Nutrition Service
Deputy Administrator, Management
Director, Finance and Program Accounting Division

Foreign Agricultural Service
Director, Budget and Finance Division, Foreign
Agricultural Service

Forest Service

Director, Division of Budget and Finance

Rural Electrification Administration

Assistant Administrator - Administration

Director, Accounting and Administrative Services Division

Chief, Accounting and Statistics Branch, Accounting and
Administrative Services Division

Soil Conservation Service

Director, Budget and Finance Division

Commodity Exchange Authority

Cooperative State Research Service

Economic Research Service

Farmer Cooperative Service

Foreign Economic Development Service

National Agricultural Library

Office of the General Counsel

Office of Information

Office of the Inspector General

Office of the Management Services

Offices financed under "General Administration"

Packers and Stockyards Administration

Rural Community Development Service

Statistical reporting Service

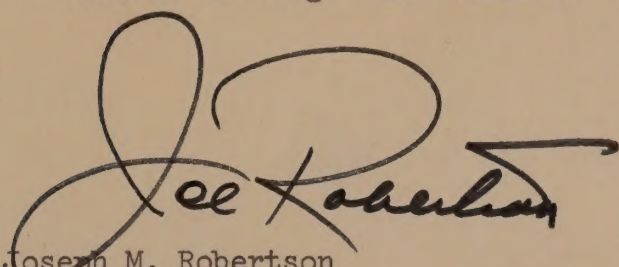
Director, Office of Management Services

Chief, Division of Budget and Finance, Office of Management
Services

Special Departmental Allocation or Transfer Accounts

Deputy Director, Office of Budget and Finance

Chief, Division of Budget Policies and Operations,
Office of Budget and Finance

A large, stylized handwritten signature in black ink, appearing to read "Joe Robertson".

Joseph M. Robertson
Assistant Secretary for Administration

Secretary's Memorandum No.1367, Revised, dated September 3, 1969,
is hereby superseded.



DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C. 20250

May 19, 1972.

SECRETARY'S MEMORANDUM NO. 1367, REVISED

Designation of Officials to Certify Reports on Appropriations
and Funds Required under Section 1311 of Public Law 663,
83rd Congress, Approved August 26, 1954

In accordance with the requirements of Section 1311 of Public Law 663, 83rd Congress, approved August 26, 1954 (31 U.S.C. 200), agency officials occupying or acting in the following listed positions are hereby designated to certify the status of balances of appropriations and funds as of June 30 of each fiscal year.

Agricultural Research Service
Director, Budget Division

Animal and Plant Health Inspection Service
Director, Budget and Finance Division

Agricultural Marketing Service
Deputy Administrator, Management
Director, Financial Management Division

Agricultural Stabilization and Conservation Service
Export Marketing Service
Director, Management Field Office

Commodity Credit Corporation
Comptroller, Commodity Credit Corporation

Extension Service
Director, Management Operations Staff
Chief, Budget and Accounting Branch,
Management Operations Staff

Farmers Home Administration
Director, National Finance Office
Deputy Director, National Finance Office

Federal Crop Insurance Corporation
Assistant Manager - Administration
Director, Budget and Finance Division

Food and Nutrition Service
Deputy Administrator, Management
Director, Finance and Program Accounting Division

Mar 13, 1952

SECRETARY'S MEMORANDUM NO. 1367, REVISED

Reorganization of the Department of Agriculture
and Funds Available for Section III of Public Law 501
Third Congress, Approved August 26, 1954

In accordance with the requirements of Section III of Public Law 501, 80 Stat. 1045, approved August 26, 1954 (31 U.S.C. 200), agency officials are hereby designated to carry out the duties of the various offices and funds as of June 30 of each fiscal year.

Agricultural Research Service
Director, United States

Animal and Plant Health Inspection Service
Director, United States

Agricultural Marketing Service
Deputy Administrator, Management
Director, Financial Management Division

Agricultural Stabilization and Conservation Service
Export Marketing Service
Director, Management Field Office

Commodity Credit Corporation
Inspector, Commodity Credit Corporation

Extension Service
Director, Management Operations Staff
Chief, Budget and Accounting Branch
Management Operations Staff

Forest Home Administration
Director, National Finance Office
Deputy Director, National Finance Office

Federal Crop Insurance Corporation
Assistant Manager - Administration
Director, Budget and Finance Division

Food and Nutrition Service
Deputy Administrator, Management
Director, Finance and Program Accounting Division

Foreign Agricultural Service
Director, Budget and Finance Division

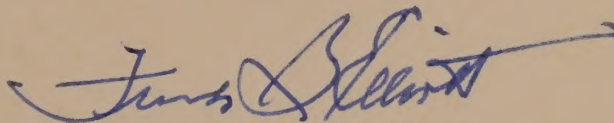
Forest Service
Director, Division of Budget and Finance

Rural Electrification Administration
Assistant Administrator - Administration
Director, Accounting and Administrative Services Division
Chief, Accounting and Statistics Branch, Accounting
and Administrative Services Division

Soil Conservation Service
Director, Budget and Finance Division

Commodity Exchange Authority
Cooperative State Research Service
Economic Research Service
Farmer Cooperative Service
National Agricultural Library
Office of the General Counsel
Office of Information
Office of the Inspector General
Office of Management Services
Offices financed under "Office of the Secretary"
Packers and Stockyards Administration
Rural Development Service
Statistical Reporting Service
Director, Office of Management Services
Chief, Division of Budget and Finance, Office
of Management Services

Special Departmental Allocation or Transfer Accounts
Deputy Director, Office of Budget and Finance
Chief, Division of Budget Policies and Operations,
Office of Budget and Finance



Frank B. Elliott
Assistant Secretary for Administration

Assistant Secretary for Administration
Frank B. Elliott

Office of Budget and Finance
Chief, Division of Budget Policies and Operations,
Deputy Director, Office of Budget and Finance
Special Departmental Allocation or Transfer Accounts

of Management Services
Chief, Division of Budget and Finance, Office
Director, Office of Management Services
Statistical Reporting Service
Rural Development Service
Packers and Stockyards Administration
Offices financed under "Office of the Secretary"

Office of Management Services
Office of the Inspector General
Office of Information

Office of the General Counsel
National Agricultural Library
Farmer Cooperative Service
Economic Research Service
Cooperative State Research Service
Commodity Exchange Authority

Director, Budget and Finance Division
Soil Conservation Service

and Administrative Services Division
Chief, Accounting and Statistics Branch, Accounting
Director, Accounting and Administrative Services Division
Assistant Administrator - Administration
Rural Electrification Administration

Director, Division of Budget and Finance
Forest Service

Director, Budget and Finance Division
Foreign Agricultural Service



DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

November 24 1954

MEMORANDUM NO. 1368

ACTIVITIES OF DEPARTMENT EMPLOYEES WITH RELATION TO
GENERAL AND SPECIALIZED ORGANIZATIONS OF FARMERS

It is desirable at this time to call the attention of employees of the Department to policies with respect to activities concerning both general and specialized organizations of farmers. Under Section 4 of Title 8 of the Regulations of the Department of Agriculture are set forth the general policies regarding activities of the Department employees with respect to general farm organizations. These policies as expanded and clarified by this memorandum, should be extended to all organizations of farmers, particularly to those general or specialized organizations of farmers whose functions include the influencing of legislation affecting the activities of this Department or the promotion of the activities of Federal agencies.

As used in this memorandum, the expression "general or specialized organizations of farmers" is intended to cover such national, regional, or State organizations as, among others, the National Grange, the American Farm Bureau Federation, the Farmers' Union, the National Association of Soil Conservation Districts, the National Rural Electric Cooperative Association, the National Council of Farmer Cooperatives, Breed and Commodity Organizations, and their regional, State, and local constituent groups. The expression "general or specialized organizations of farmers" is not intended to cover organizations such as cow test associations and similar groups.

No employee of this Department shall:

1. Accept the use of free office space or contributions for salary or traveling expense from any general or specialized organization of farmers;
2. Advocate that any particular general or specialized organization of farmers is better adapted for carrying out the work of this Department than any individual citizen, groups of citizens, or organizations;
3. Advocate that the responsibilities of any agency of this Department or any other Federal agency should be carried out through any particular general or specialized organization of farmers;

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

November 2, 1946

MEMORANDUM NO. 1368

ACTIVITIES OF FARMERS' EMPLOYEES WITH RELATION TO
GENERAL AND SPECIALIZED ORGANIZATIONS OF FARMERS

It is desirable at this time to call the attention of employees of the Department to policies with respect to activities concerning both general and specialized organizations of farmers. Under Section 4 of Title 5 of the Regulations of the Department of Agriculture are set forth the general policies regarding activities of the Department employees with respect to general farm organizations. These policies are extended and clarified by this memorandum, should be extended to all organizations of farmers, particularly to those general or specialized organizations of farmers whose functions include the influencing of legislation affecting the activities of this Department or the promotion of the activities of general organizations.

As used in this memorandum, the expression "general or specialized organizations of farmers" is intended to cover such national, regional, or state organizations as, among others, the National Grange, the American Farm Bureau Federation, the Farmers' Union, the National Association of All Conservation Districts, the National Rural Electric Cooperative Association, the National Council of Farmer Cooperatives, and County Organizations, and their regional, state, and local subdivisions groups. The expression "general or specialized organizations of farmers" is not intended to cover organizations such as law associations and similar groups.

No employee of this Department shall:

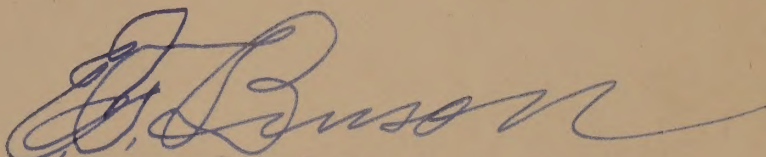
1. Accept the use of free office space or contributions for salary or traveling expense from any general or specialized organization of farmers;
2. Advise that any individual, general or specialized organization of farmers is better adapted for carrying out the work of this Department than any individual citizen, group of citizens, or organization;
3. Advocate that the responsibilities of any agency of this Department or any other Federal agency should be carried out through any particular general or specialized organization of farmers;

4. Advocate or recommend that any State or local agency should carry out its responsibilities through any particular general or specialized organization of farmers.
5. Approve contracts for the Department with any cooperative or other commercial organization whenever such cooperative or other commercial organization deducts or "checks off" - *of such farmers* from payments due farmers, membership dues, to any general or specialized organization of farmers, except as it is determined that current authorization for such deduction has been knowingly filed by such individual farmers with the cooperative or other commercial organization.
6. Shall directly or indirectly solicit membership in any general or specialized organization of farmers as defined herein.

Employees of this Department are to be available to serve all farmers. Membership in any general or specialized organization of farmers shall not be a prerequisite to obtain assistance from employees of this Department. Conversely, any such membership shall not be deemed grounds for discrimination. Employees of this Department shall be subject to the supervision and control of regularly appointed Departmental employees, and such supervision and control shall not be delegated directly or indirectly to any general or specialized organization of farmers.

This memorandum shall be effective immediately, except as it applies to situations requiring special attention or changes in operating procedures, in which cases it will become effective as expeditiously as possible.

The cooperation of all organizations of farmers is requested in administering this regulation.


Secretary

4. Advocate or recommend that any State or local agency should carry out its responsibilities through any particular general or specialized organization of farmers.

5. Approve contracts for the Department with any cooperative or other commercial organization whenever such cooperative or other commercial organization debits or "checks off" from payments due farmers, membership dues to any general or specialized organization of farmers, except as it is determined that current authorization for such deduction has been knowingly filed by such individual farmers with the cooperative or other commercial organization.

6. Shall directly or indirectly solicit membership in any general or specialized organization of farmers as defined herein.

Employees of this Department are to be available to serve all farmers. Membership in any general or specialized organization of farmers shall not be a prerequisite to obtain assistance from employees of this Department. Conversely, any such membership shall not be deemed grounds for discrimination. Employees of this Department shall be subject to the supervision and control of regularly appointed Departmental employees, and such supervision and control shall not be delegated directly or indirectly to any general or specialized organization of farmers.

This memorandum shall be effective immediately, except as it applies to situations requiring special attention or changes in operating procedures, in which cases it will become effective as expeditiously as possible.

The cooperation of all organizations of farmers is requested in administering this regulation.

Secretary



DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON

~~November 24 1954~~ ✓

December 21 1954

MEMORANDUM NO. 1369

Transfer of Hearing Clerk Unit and Functions Relating
to the Preparation of the "Agriculture Decisions"

Pursuant to the authority vested in the Secretary of Agriculture by Section 161, Revised Statutes, (5 U.S.C. 22) and Reorganization Plan No. 2, 1953 the functions of the Hearing Clerk Unit, and the preparation of the "Agriculture Decisions" are hereby transferred effective ~~December 1, 1954~~ from the Office of the Solicitor to the Office of the Secretary to be performed under the direction of the Judicial Officer of the Department.

3 1955

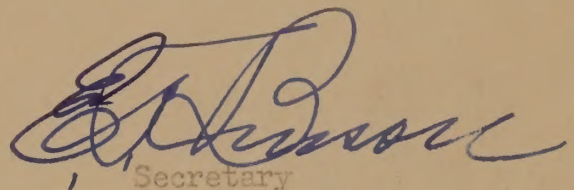
January 3, 1955

Ralph
Winters
JHA

All officers and employees now performing the functions affected by this memorandum shall continue to perform such functions and to exercise in connection therewith existing delegations until directed otherwise pursuant to the authority of this memorandum. All regulations, orders, and similar instruments heretofore issued by any officer of the Department of Agriculture relating to the functions affected by this memorandum shall continue in full force and effect, unless and until withdrawn or superseded by instruments of like authority.

The personnel, property and funds relating to the functions transferred by this memorandum shall be transferred as agreed upon by the Solicitor and the Administrative Assistant Secretary.

With respect to the administrative aspects of the functions under the direction of the Judicial Officer, including the functions transferred by this memorandum, he shall report to the Administrative Assistant Secretary. With respect to his quasi-judicial functions, the Judicial Officer shall report to the Secretary through the Under Secretary.


Secretary

ORGANIZATION 1 (Reorg)

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON



WASHINGTON
January 12, 1917

MEMORANDUM FOR THE SECRETARY

Subject: Report of the Assistant Secretary on the
Progress of the Work of the Department of Agriculture

Enclosed for the Secretary are two copies of a report of the Assistant Secretary on the progress of the work of the Department of Agriculture during the year 1916. The report is divided into two parts, the first of which contains a general statement of the work of the Department, and the second of which contains a detailed statement of the work of the various bureaus and offices. The report is prepared in accordance with the instructions of the Secretary, dated January 10, 1917, and is intended to be used as a basis for the preparation of the annual report of the Department.

The report is divided into two parts, the first of which contains a general statement of the work of the Department, and the second of which contains a detailed statement of the work of the various bureaus and offices. The report is prepared in accordance with the instructions of the Secretary, dated January 10, 1917, and is intended to be used as a basis for the preparation of the annual report of the Department.

The report is divided into two parts, the first of which contains a general statement of the work of the Department, and the second of which contains a detailed statement of the work of the various bureaus and offices. The report is prepared in accordance with the instructions of the Secretary, dated January 10, 1917, and is intended to be used as a basis for the preparation of the annual report of the Department.

The report is divided into two parts, the first of which contains a general statement of the work of the Department, and the second of which contains a detailed statement of the work of the various bureaus and offices. The report is prepared in accordance with the instructions of the Secretary, dated January 10, 1917, and is intended to be used as a basis for the preparation of the annual report of the Department.

[Handwritten signature]
Secretary



DEPARTMENT OF AGRICULTURE

WASHINGTON 25, D. C.

June 27 1955

MEMORANDUM NO. 1344 *SUPPLEMENT 1*

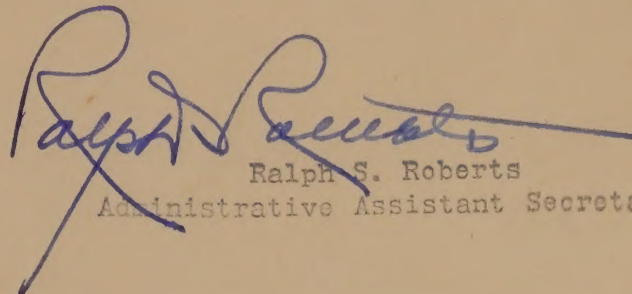
Prompt Handling of Legislative Reports

Particularly at this season of the year, during the last part of the session of Congress, many of our legislative reports are urgent because of the need for prompt consideration of legislative proposals by the congressional committees or the Budget Bureau. A large percentage of the reports relate to enrolled bills, which must be handled with the highest priority.

In many cases the due dates are so near, when the reports are forwarded from the agencies, that it is almost impossible for the Offices of the Secretary and the General Counsel to review the reports within the specified time limits.

Agency heads are urged to arrange for the timing of these reports in such a way that the reviewing offices may have an adequate share of the total time available to the Department. It is fully realized that the agencies are in a difficult situation regarding this matter, particularly during the current year, when the number of reports has been much greater than usual. However, the number of cases is multiplied at the departmental level.

A number of requests for reports are still pending in the Department. Although delays in some of these cases have been unavoidable, it is urged that the pending cases be acted upon promptly, and that a special effort be made to facilitate their early submission. In this way we can avoid some of the cases in which a "deadline" is imposed upon the Department in order to assure that the congressional time schedule may be met.


Ralph S. Roberts
Administrative Assistant Secretary

December 27, 1934

MEMORANDUM NO. 1370

Federal Crop Insurance Corporation Advisory Committee

A Federal Crop Insurance Advisory Committee is hereby appointed pursuant to the provisions of Section 515 of the Federal Crop Insurance Act, as amended (7 U. S. C. 1515). The Committee shall serve in an advisory capacity to the Board of Directors of the Federal Crop Insurance Corporation on crop insurance matters and undertake an independent study of the current status of crop insurance operations for the purpose of recommending or suggesting program or operational changes to strengthen the service of the crop insurance program to farmers and the soundness of its operation.

Membership of the Committee will be:

Robert R. Coker

Thomas F. Malone

Milton W. Maye

John Scott

Charles W. Tye

Milton W. Maye is designated as Chairman of the Committee.



UNITED STATES DEPARTMENT OF AGRICULTURE

Office of the Secretary

Washington 25, D. C.

July 1, 1954

CHECK LIST OF SECRETARY'S MEMORANDUM SERIES (NUMBERED)

The following list includes all Secretary's Memorandums in the numbered series currently in effect. The fact that a memorandum is included in the list is not to be taken as reestablishing any provisions in the memorandum which may for any reason have become obsolete. All other Secretary's numbered memorandums may be considered obsolete.

<u>Number</u>	<u>Date</u>	<u>SUBJECT</u>
1359	6-17-54	Agency Annual Reports
1358	5-18-54	Proposals for State Legislation
1357	5-12-54	Department Motion Picture Review Committee
1356	5- 7-54	Policy on Year-end Obligation Rates
1355	4-23-54	Change in Salutation on Letters to Members of Congress
1354	4-20-54	Defense Manpower Policy 4, Revised - Place- ment of Procurement and Facilities in Areas of Current or Imminent Labor Surplus
1353	4-13-54	Cooperation in Foreign Economic and Techni- cal Assistance Programs
1352	4-13-54	National Farm Safety Week
1351	3-31-54	Special Livestock Loan Committees
1350	3-30-54	Activities under the Federal Civil Defense Act of 1950, as Amended
1349	3-26-54	Department Publications Review Committee
1348	3-26-54	Reorganization of Information Work
1347 S-1	6-11-54	Responsibility for Coordination of Mapping Projects
1347	3-4- 54	Transfer of Responsibility for Coordination of Aerial Photographic Work of the Department
1346 S-2	3-25-54	Assignment of Responsibility for Development and Maintenance of Plans to Insure the Continuity of the Essential Functions of the Department in the Event of Attack on the United States
1346 S-1	3-25-54	Assignment of Responsibility for Development and Maintenance of Plans to Insure the Continuity of the Essential Functions of the Department in the Event of Attack on the United States

A- Amendment

R - Revision

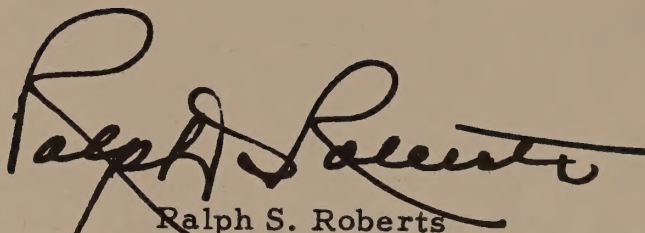
S- Supplement

<u>Number</u>	<u>Date</u>	<u>Subject</u>
1346	3-3 -54	Assignment of Defense Mobilization Functions Within the U. S. Department of Agriculture and Related Delegations of Authority
1345	1-18-54	Testimony Before Congressional Committees and Consultation with Members of Congress
1344	1-14-54	Prompt Handling of Legislative Reports
1343	12-22-53	Abolition of USDA Councils and Agricultural Mobilization Committees
1342	11- 9-53	Rights of Career Civil Service Employees Whose Services are Satisfactory
1341	9-29-53	Procedure for Handling Claims Which are For Settlement by the General Accounting Office
1340 R-1	2-18-54	Order in which Assistant Secretaries Shall Serve as Acting Secretary
1339	9- 4-53	Educational Opportunities for Department Employees
1337	8-19-53	Organization Changes and Changes in Field Offices
1336	8-20-53	Reductions in Expenditures, 1954 and 1955
1335	8- 7-53	Department of Agriculture Field Committee for Alaska
1334	7-27-53	Appointment of Advisory Board of Commodity Credit Corporation
1333	7-27-53	Appointment of Board of Directors of Commodity Credit Corporation
1332	7-23-53	Assignment of Secretary's Responsibilities Under the Capper-Volstead Act
1331 S-2	4-30-54	Designation of Department Records Security Officer
1331 S-1	9- 8-53	Designation of Security Officers
1331	7-21-53	Designation of Security Officers, and Abolishment of Department Loyalty Board
1329	6- 4-53	Reconstitution of Department under Reorganization Plan No. 2 of 1953
1328	6- 4-53	Financial Planning for Fiscal Year 1955
1327	5-12-53	Policy on Year-end Spending
1325	4- 1-53	Responsibilities for the Flood Prevention Program and River Basin Investigations
1324 R-1	1-20-54	Determination of Departmental Policy on Legislative Proposals
1323 S-2	6-11-54	Routing of Correspondence, Memoranda, or Documents to the Office of the Secretary
1323 S-1	12-11-53	Correspondence and Documents for Signature in the Office of the Secretary
1323	2-21-53	Correspondence and Documents for Signature in the Immediate Office of the Secretary

<u>Number</u>	<u>Date</u>	<u>Subject</u>
1322 S-1	6-26-53	Restrictions on Filling Vacancies
1322	2- 5-53	Review of Agency Programs and Activities
1321	1-27-53	Availability of Files and Records to the General Accounting Office
1320 S-5	11-19-53	Reorganization of the Department of Agri- culture
1320 S-4	11- 2-53	Reorganization of the Department of Agri- culture
1320 S-2	9-18-53	Reorganization of the Department
1320 S-1	3-10-53	Revised Administrative Grouping of Depart- ment Agencies
1320	1-21-53	Administrative Grouping of Department Agencies
1313	6-26-52	Transportation at Official Station
1303	12-10-51	Committee to Study a Reporting System on Field Locations of the Department
1299 R-1	6- 9-54	Department Nutrition Committee
1296	5-14-51	Paper Conservation
1294	5-11-51	Departmental Grass and Legume Seed Committee
1291 R-1	5-7-52	Overtime, Night and Holiday Compensation Under the Act of August 28, 1950
1287	3-23-51	Membership of the Department Committee on Environmental Sanitary Engineering
1275 S-1	9-28-51	Prices for Use in Formulating and Evalua- ting Comprehensive Agricultural and Flood Control Programs and Projects
1275	1-17-51	Formulation and Evaluation of Compre- hensive Agricultural Programs
1272	11- 9-50	Historical Accounts
1269	10-19-50	National Advisory Health Council
1267	8-15-50	Occupational Deferment from Military Service
1266 R-2	8- 5-52	Delegation of Authority to Approve Accounts Current
1264	8- 4-50	Departmental Weed Committee
1260 S-1	12- 3-51	Designation of Authority - Payment of Travel and Transportation Expenses incident to Transfer of Official Station for Permanent Duty
1260	6-28-50	Designation of Authority -Payment of Travel and Transportation Expenses incident to transfer of Official Station for Permanent Duty

<u>Number</u>	<u>Date</u>	<u>Subject</u>
1258	5-26-50	Personnel Utilization, Work Measurement, and Performance Standards
1256	5- 9-50	Preparation of a Comprehensive Agricultural Plan for the Columbia River Basin Area
1255 R-3	11- 6-51	Departmental Committee on Insect and Rodent Damaged Grain
1252 R-1	6-17-53	Department's Efficiency Awards Committee
1249	1-17-50	National Forest Advisory Board of Appeals
1244 S-1	12- 9-49	Assigning Certain Administrative Responsibilities to Heads of Staff Offices
1244	10-27-49	Assigning Certain Administrative Responsibilities to Heads of Staff Offices
1242 R-1	1- 3-50	The William A. Jump Memorial Award
1241	9- 6-49	Overtime and Holiday Pay for Virus-Serum Inspectors
1239	8-10-49	Transfer of Coordination of Nutrition Services
1230 S-2	12-31-52	Department Standards Committee
1230 S-1	5- 2-50	Development and Use of Standards
1230	9-24-48	American Standards Association
1223 R-2	9- 3-53	Designation of Fair Employment Officer
1218 R-6	10- 6-53	Committee on Training in Administrative Management
1211 R-1	7-15-48	Designation of Chief Liaison Officer on European Recovery
1196 S-4	3-15-54	Board of Directors, Federal Crop. Ins. Corp.
1168 S-1	1-12-48	Certification of Payments to States
1168	7- 3-46	Certification of Payments to States
1142 R-3	4-23-54	Joint Committee of the Department of Agriculture and Land-Grant Colleges on Training for Government Service
1127 S-12	6- 3-54	Appointment of Area Chairman to Area Agriculture Equipment Committee (Areas 1, 3, 5, 6, 7)
1127 S-11	4-27-54	Appointment of Area Chairman for the Area II Agriculture Equipment Committee
1127 S-6- R-3	4-27-54	Appointment of Area Chairman for the Area IV Agriculture Equipment Committee
1124 R-1	2-11-49	Department Poultry Committee
1121 R-2	7- 1-46	Overtime and Holiday Pay for Meat Inspection Employees
968 S-17	2-26-54	Members of General Administration Board for the Department of Agriculture Graduate School

<u>Number</u>	<u>Date</u>	<u>Subject</u>
925 R-1	12-26-47	Committee on Agricultural History
870	7- 1-40	Assignment of Functions


Ralph S. Roberts
Administrative Assistant Secretary

AMS, AGRIC. ECONOMICS DIV.
STATISTICAL & HISTORICAL
RESEARCH BRANCH
4-26-54 AGRIC. HISTORY SECTION
AMS-AR-1

1-2-55
1-2-55

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